

State Board of Cosmetology Examiners

Licensure Laws and Regulations

A compilation from the Indiana Code
and Indiana Administrative Code

2005 Edition



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NOTICE: This compilation incorporates the most recent revisions of statutes and administrative rules governing the beauty culture profession, as of October 1, 2005. Note that this compilation is not an official version of the Indiana Code or the Indiana Administrative Code. It is distributed as a general guide for Indiana's cosmetologists, manicurists, estheticians, electrologists, and tanning facility operators. It is not intended to be offered as legal advice, and it may contain typographical errors. The State Board of Cosmetology Examiners and the staff of the Indiana Professional Licensing Agency are prohibited from providing legal advice on issues contained herein. For legal advice, please consult an attorney. To obtain official copies of the Indiana Code or Indiana Administrative Code, contact your nearest public library or visit the website of the Indiana General Assembly at www.in.gov/legislative.

STATE BOARD OF COSMETOLOGY EXAMINERS

October 2005 Edition

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INDIANA CODE § 25-8-1

Chapter 1. Repealed

IC 25-8-1 Repealed

(Repealed by P.L.257-1987, SEC.18.)

INDIANA CODE § 25-8-2

Chapter 2. Cosmetology Regulation; Definitions

IC 25-8-2-1 Definitions applicable to article

Sec. 1. The definitions in this chapter apply throughout this article.

As added by P.L.257-1987, SEC.1.

IC 25-8-2-2 "Agency" defined

Sec. 2. "Agency" refers to the Indiana professional licensing agency established by IC 25-1-6-3.

As added by P.L.257-1987, SEC.1.

IC 25-8-2-2.5 "Approved cosmetology educator" defined

Sec. 2.5. "Approved cosmetology educator" means:

- (1) the board;
- (2) a cosmetology school licensed under IC 25-8-5; or
- (3) an educational institution, organization, or individual approved by the board under IC 25-8-15.

As added by P.L.239-1995, SEC.1.

IC 25-8-2-3 "Board" defined

Sec. 3. "Board" refers to the state board of cosmetology examiners.

As added by P.L.257-1987, SEC.1.

IC 25-8-2-3.5 "Continuing education course" defined

Sec. 3.5. "Continuing education course" means an orderly process of instruction that is:

- (1) offered by a cosmetology educator that is approved by the board; and
- (2) designed to directly enhance the knowledge and skill of practicing cosmetology professionals in providing cosmetology services.

As added by P.L.239-1995, SEC.2.

IC 25-8-2-4 "Cosmetologist" defined

Sec. 4. "Cosmetologist" means a person licensed under IC 25-8-9 to provide cosmetology.

As added by P.L.257-1987, SEC.1.

IC 25-8-2-5 "Cosmetology" defined

Sec. 5. (a) "Cosmetology" means performing any of the following acts on the head, face, neck, shoulders, arms, hands, legs, or feet of a person:

- (1) Cutting, trimming, styling, arranging, dressing, curling, waving, permanent waving, cleansing, bleaching, tinting, coloring, or similarly treating hair.
- (2) Applying oils, creams, antiseptics, clays, lotions, or other preparations to massage, cleanse, stimulate, manipulate, exercise, or beautify.
- (3) Arching eyebrows.
- (4) Using depilatories.
- (5) Manicuring and pedicuring.

(b) "Cosmetology" does not include performing any of the acts described in subsection (a):

- (1) in treating illness or disease;

(2) as a student in a cosmetology school that complies with the notice requirements set forth in IC 25-8-5-6; or

(3) without compensation.

As added by P.L.257-1987, SEC.1. Amended by P.L.5-1988, SEC.135; P.L.236-1995, SEC.3.

IC 25-8-2-5.5 "Cosmetology professional" defined

Sec. 5.5. "Cosmetology professional" refers to the following:

- (1) A master cosmetologist licensed under IC 25-8-8.
- (2) A cosmetologist licensed under IC 25-8-9.
- (3) An electrologist licensed under IC 25-8-10.
- (4) A manicurist licensed under IC 25-8-11.
- (5) A shampoo operator licensed under IC 25-8-12.
- (6) An esthetician licensed under IC 25-8-12.5.
- (7) An instructor licensed under IC 25-8-6.

As added by P.L.239-1995, SEC.3.

IC 25-8-2-6 "Cosmetology salon" defined

Sec. 6. "Cosmetology salon" means an establishment offering cosmetology to the public.

As added by P.L.257-1987, SEC.1.

IC 25-8-2-7 "Cosmetology school" defined

Sec. 7. "Cosmetology school" means an establishment licensed under this article that offers training in cosmetology.

As added by P.L.257-1987, SEC.1. Amended by P.L.236-1995, SEC.4.

IC 25-8-2-8 "Electrolysis" defined

Sec. 8. "Electrolysis" means the removal of unwanted hair by an electrified needle.

As added by P.L.257-1987, SEC.1.

IC 25-8-2-9 "Electrologist" defined

Sec. 9. "Electrologist" means a person licensed under IC 25-8-10 to provide electrolysis.

As added by P.L.257-1987, SEC.1.

IC 25-8-2-9.2 "Electrology salon" defined

Sec. 9.2. "Electrology salon" means an establishment offering electrology to the public.

As added by P.L.184-1991, SEC.1.

IC 25-8-2-9.5 "Esthetician" defined

Sec. 9.5. (a) "Esthetician" means a person who engages solely in one (1) or more of the following practices:

- (1) Giving facials, applying makeup, and giving skin care.
- (2) Beautifying, massaging, or cleaning the body with the use of cosmetic preparations, antiseptics, tonics, lotions, or creams.
- (3) Removing superfluous hair from the body by the use of depilatories, waxing, or tweezers.

(b) The term does not include performing any of the acts described in subsection (a):

- (1) in treating an illness or a disease;
- (2) as a student in a cosmetology school that complies with the notice requirements under IC 25-8-5-6;
- (3) without compensation; or
- (4) incident to the retail sale of cosmetics.

As added by P.L.144-1990, SEC.1. Amended by P.L.184-1991, SEC.2; P.L.113-1999, SEC.2.

IC 25-8-2-9.6 "Esthetic salon" defined

Sec. 9.6. "Esthetic salon" means a place in which a person acts as an esthetician.

As added by P.L.144-1990, SEC.2. Amended by P.L.184-1991, SEC.3.

IC 25-8-2-10 "Instructor" defined

Sec. 10. "Instructor" means a person licensed under IC 25-8-6 to teach in a cosmetology school.

As added by P.L.257-1987, SEC.1. Amended by P.L.236-1995, SEC.5; P.L.113-1999, SEC.3.

IC 25-8-2-11 "License" defined

Sec. 11. "License" means a document issued by the agency and the board to permit a person to engage in an activity regulated under this article.

As added by P.L.257-1987, SEC.1.

IC 25-8-2-12 "Licensed" defined

Sec. 12. "Licensed" means possessing a valid license issued under this article.

As added by P.L.257-1987, SEC.1.

IC 25-8-2-13 "Manicuring" defined

Sec. 13. "Manicuring" means cleaning, dressing, polishing, sculpting, tipping, or wrapping the nails of a person.

As added by P.L.257-1987, SEC.1.

IC 25-8-2-14 "Manicurist" defined

Sec. 14. "Manicurist" means a person licensed under IC 25-8-11 to provide manicuring.

As added by P.L.257-1987, SEC.1.

IC 25-8-2-15 "Manicurist salon" defined

Sec. 15. "Manicurist salon" means an establishment offering manicuring to the public.

As added by P.L.184-1991, SEC.4.

IC 25-8-2-16 "Master cosmetology" defined

Sec. 16. "Master cosmetologist" refers to a person licensed under IC 25-8-8-1.

As added by P.L.184-1991, SEC.5.

IC 25-8-2-17 "Shampoo operation" defined

Sec. 17. "Shampoo operation" means performing any of the following acts on the head only:

- (1) Applying shampoo, conditioner, or rinses.
- (2) Massaging the scalp.
- (3) Rinsing the hair and scalp.

As added by P.L.113-1999, SEC.4.

IC 25-8-2-18 "Shampoo operator" defined

Sec. 18. "Shampoo operator" means a person licensed under IC 25-8-12 to perform shampoo operation.

As added by P.L.113-1999, SEC.5.

INDIANA CODE § 25-8-3

Chapter 3. State Board of Cosmetology Examiners

IC 25-8-3-1 Establishment

Sec. 1. The state board of cosmetology examiners is established.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-2 Members; appointment

Sec. 2. The board consists of seven (7) members. The governor shall appoint all the members of the board.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-3 Resident physician as board member

Sec. 3. One (1) member of the board must:

- (1) reside in Indiana; and
- (2) be a physician as defined by IC 25-22.5-1-1.1(g).

As added by P.L.257-1987, SEC.2.

IC 25-8-3-4 Resident consumer as board member

Sec. 4. One (1) member of the board must:

- (1) reside in Indiana; and
- (2) have no association with cosmetology, except as a consumer.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-5 Board membership qualifications

Sec. 5. (a) Each of the remaining five (5) members of the board must reside in Indiana.

(b) At least three (3) of the members described in subsection (a) must have been licensed cosmetologists practicing in cosmetology salons in Indiana continuously for at least five (5) years before appointment.

(c) Two (2) of the members described in subsection (a) may be owners or operators of cosmetology schools. One (1) of the members described in this subsection must be a licensed cosmetologist. One (1) of the members described in this subsection is not required to be a cosmetologist.

(d) Not more than two (2) members of the board may be:

- (1) owners of;
- (2) operators of;
- (3) members of the board of directors of;
- (4) employees of; or
- (5) contractors with;

a cosmetology school.

As added by P.L.257-1987, SEC.2. Amended by P.L.184-1991, SEC.6.

IC 25-8-3-6 Board member political affiliation

Sec. 6. No more than four (4) members of the board may belong to the same political party.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-7Term of office

Sec. 7. Each board member serves a term of three (3) years, beginning on the date of appointment and continuing until:

- (1) the member is removed under section 8 of this chapter; or
- (2) a successor is appointed.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-8 Removal; grounds

Sec. 8. The governor may remove a board member for incompetency or failure to perform the member's duties under this chapter.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-9 Appointment of successor

Sec. 9. If a member of the board is removed under section 8 of this chapter, the governor shall appoint a successor to serve for the remainder of the unexpired term.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-10 Election of officers

Sec. 10. The board shall, at its first meeting of each year, elect a president, vice president, and secretary from among its membership. Election of an officer under this section requires a majority vote of all the members of the board.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-11 Officers; terms of office

Sec. 11. The officers elected under section 10 of this chapter have terms of one (1) year, beginning upon election and ending upon the election of a successor.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-12 Officers; vacancy

Sec. 12. If an office described in section 10 of this chapter becomes vacant, the board may fill the vacancy at its next meeting following the vacancy.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-13 Quorum

Sec. 13. The board must have a quorum to transact business. Four (4) members of the board constitute a quorum.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-14 Business office

Sec. 14. The agency shall furnish the board with suitable quarters to conduct its business.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-15 Seal

Sec. 15. The board shall adopt a seal to authenticate its orders and records.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-16 Records

Sec. 16. The agency shall maintain a record of:

- (1) the proceedings of the board;
- (2) each person licensed under this article, stating the:
 - (A) name of the person; and
 - (B) address of the person;
- (3) licenses issued under this article, stating the:
 - (A) number assigned to the license by the agency;
 - (B) date the license was issued; and
 - (C) actions taken by the board concerning the license, including any renewal, suspension, and revocation; and
- (4) applications for a license under this article that were refused.

As added by P.L.257-1987, SEC.2. Amended by P.L.184-1991, SEC.7.

IC 25-8-3-17 Per diem and incurred expenses

Sec. 17. Each member of the board is entitled to the minimum salary per diem provided by IC 4-10-11-2.1(b). Each member of the board is entitled to reimbursement for traveling expenses and other expenses actually incurred in connection with the member's duties, as provided in the state travel policies and procedures established by the department of administration and approved by the state budget agency.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-18 Disposition of receipts

Sec. 18. All money received under this article shall be paid to the agency.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-19 Receipts; deposit

Sec. 19. The agency shall deposit all money received under this article with the treasurer of state.

As added by P.L.257-1987, SEC.2. Amended by P.L.184-1991, SEC.8.

IC 25-8-3-20 Repository of receipts

Sec. 20. The treasurer of state shall deposit the money received under section 19 of this chapter in the state general fund.

As added by P.L.257-1987, SEC.2. Amended by P.L.1-1990, SEC.250.

IC 25-8-3-21 Administration expenses

Sec. 21. The agency shall pay for the expenses for administering this article from the state general fund under appropriations designated for that purpose.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-22 Implementing rules

Sec. 22. The board may adopt rules under IC 4-22-2 to implement this article.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-23 Rules prescribing sanitary requirements; establishing standards; implementing licensing system; cosmetology school uniform requirements

Sec. 23. The board shall adopt rules under IC 4-22-2 to:

- (1) prescribe sanitary requirements for:
 - (A) cosmetology salons;
 - (B) electrolysis salons;
 - (C) esthetic salons;
 - (D) manicuring salons; and
 - (E) cosmetology schools;
- (2) establish standards for the practice of cosmetology and the operation of:
 - (A) cosmetology salons;
 - (B) electrolysis salons;
 - (C) esthetic salons;
 - (D) manicuring salons; and
 - (E) cosmetology schools;
- (3) implement the licensing system under this article and provide for a staggered renewal system for licenses; and
- (4) establish requirements for cosmetology school uniforms for students and instructors.

As added by P.L.257-1987, SEC.2. Amended by P.L.184-1991, SEC.9.

IC 25-8-3-24 Enforcement personnel; compensation

Sec. 24. The agency shall provide inspectors, investigators, and clerks to enforce this article. The agency shall fix their compensation and reimburse them for their necessary expenses incurred in enforcing this article by payments from the state general fund under appropriations designated for that purpose.

As added by P.L.257-1987, SEC.2.

IC 25-8-3-25 Qualifications of inspector or investigator (Repealed)

(Repealed by P.L.214-1993, SEC.91.)

IC 25-8-3-26 Sanitary requirement rules in salon or school

Sec. 26. The board shall furnish each person licensed to operate:

- (1) a cosmetology salon;
- (2) an electrolysis salon;
- (3) an esthetic salon;
- (4) a manicuring salon; or
- (5) a cosmetology school;

with a copy of the rules concerning sanitary requirements described in section 23(1) of this chapter.

As added by P.L.257-1987, SEC.2. Amended by P.L.184-1991, SEC.10.

IC 25-8-3-27 Posting sanitary requirement rules in salon or school

Sec. 27. A person operating:

- (1) a cosmetology salon;
- (2) an electrolysis salon;
- (3) an esthetic salon;
- (4) a manicuring salon; or
- (5) a cosmetology school;

shall post the rules described in section 26 of this chapter in a conspicuous place in that salon or school.
As added by P.L.257-1987, SEC.2. Amended by P.L. 184-1991, SEC.11.

IC 25-8-3-28 Permissive and mandatory inspections

Sec. 28. (a) A member of the board or any inspector or investigator may inspect:

- (1) a cosmetology salon;
- (2) an electrology salon;
- (3) an esthetic salon;
- (4) a manicuring salon; or
- (5) a cosmetology school;

during its regular business hours.

(b) A member of the board, an inspector, or an investigator must inspect the salon or school at least once after the applicant applies for a renewal under IC 25-8-4-18 and before the license is renewed.

As added by P.L.257-1987, SEC.2. Amended by P.L. 184-1991, SEC.12.

INDIANA CODE § 25-8-4

Chapter 4. Cosmetology Licenses; General Provisions

IC 25-8-4-1 Exempt individuals

Sec. 1. The provisions of this article requiring a person to obtain a license do not apply to a person performing cosmetology as a:

- (1) licensed barber under IC 25-7;
- (2) commissioned medical or surgical officer of the United States armed forces;
- (3) chiropractor (as defined by IC 25-10-1-1(2));
- (4) embalmer (as defined by IC 25-15-2-8);
- (5) funeral director (as defined by IC 25-15-2-12);
- (6) registered nurse (as defined by IC 25-23-1-1.1(a));
- (7) licensed practical nurse (as defined by IC 25-23-1-1.2);
- (8) physician (as defined by IC 25-22-5-1-1.1(g));
- (9) podiatrist (as defined by IC 25-29-1-13);
- (10) person conducting an educational activity involving cosmetology at a scheduled meeting of an association that:
 - (A) recognizes a group of its members as cosmetologists; and
 - (B) is not open to persons who are not licensed under this chapter;
- or
- (11) student in a cosmetology school.

As added by P.L.257-1987, SEC.3. Amended by P.L.33-1993, SEC.17; P.L.236-1995, SEC.6.

IC 25-8-4-2 License reciprocity

Sec. 2. (a) If the board determines that:

- (1) a person possesses a valid license from another jurisdiction to perform acts that require a license under this article; and
- (2) the jurisdiction issuing the license imposes substantially equal requirements on applicants for the license as are imposed on applicants for an Indiana license;

the board may issue a license to perform those acts in Indiana to that person upon payment of the fee required under IC 25-8-13.

(b) This subsection applies only to applications for a cosmetologist license under IC 25-8-9. If the jurisdiction issuing the license does not impose substantially equal requirements as required under subsection (a)(2), the board may approve the combination of education hours plus actual licensed practice in the other jurisdiction when issuing a license to a person from that jurisdiction. One (1) year of licensed practice is equal to one hundred (100) hours of education to an applicant who has completed a minimum of one thousand (1,000) hours of education.

(c) This subsection applies only to applications for a manicurist license under IC 25-8-11. Applicants for a manicurist license under this section

must take the written examination described by section 8(2) of this chapter and score at least seventy-five percent (75%) on the examination.

As added by P.L.257-1987, SEC.3. Amended by P.L. 184-1991, SEC.13; P.L.236-1995, SEC.7; P.L.84-1998, SEC.21.

IC 25-8-4-3 Indiana license; reciprocity criteria {Repealed}

(Repealed by P.L.236-1995, SEC.54.)

IC 25-8-4-4 Transfer of license

Sec. 4. A license issued under this article may not be transferred unless:

- (1) the license is a cosmetology salon license; and
- (2) the person holding the license was required to change the location of the cosmetology salon by circumstances that the board determines were beyond the control of that person.

As added by P.L.257-1987, SEC.3.

IC 25-8-4-5 Application

Sec. 5. A person who wishes to obtain a license issued under this article must complete a license application form prescribed by the board and file the application with the secretary of the board.

As added by P.L.257-1987, SEC.3.

IC 25-8-4-6 Verified statement negating misconduct

Sec. 6. The applicant must file with the application described in section 5 of this chapter a verified statement that the applicant has not engaged in activity which would subject the applicant to disciplinary procedures under IC 25-1-11.

As added by P.L.257-1987, SEC.3. Amended by P.L.214-1993, SEC.28.

IC 25-8-4-7 Examinations; time and place

Sec. 7. The board shall conduct an examination of the applicants for a cosmetologist license at least once each month. The board shall conduct an examination of the applicants for all other licenses issued under this article at least four (4) times each year. The tests described in this section shall be conducted at the times and places determined by the board.

As added by P.L.257-1987, SEC.3.

IC 25-8-4-8 Subjects tested

Sec. 8. The examinations described in section 7 of this chapter must include:

- (1) a practical demonstration of the acts permitted by the license; and
- (2) a written test concerning the licensed activity, as it is customarily taught in a cosmetology school.

As added by P.L.257-1987, SEC.3. Amended by P.L.214-1993, SEC.29.

IC 25-8-4-8.5 Temporary license

Sec. 8.5. (a) Notice of passing the board examination serves as a temporary license for an individual applicant to act as a licensee if the applicant sends by:

- (1) registered; or
- (2) certified mail;

a license fee as required under IC 25-8-13 in the form of a certified check or money order.

(b) The temporary license under subsection (a) expires the earlier of the following:

- (1) Sixty (60) days after the mailing date of the notice of passing the board examination.
- (2) The date a license is issued under this article.

As added by P.L.184-1991, SEC.15. Amended by P.L.236-1995, SEC.8.

IC 25-8-4-9 Issuance of license

Sec. 9. The board shall issue a license to an applicant who:
(1) receives a minimum grade of seventy-five percent (75%) on both the written and practical examinations described in section 8 of this chapter; and
(2) complies with the remaining requirements for a license set forth in this article.

As added by P.L.257-1987, SEC.3. Amended by P.L.214-1993, SEC.30.

IC 25-8-4-10 Change of licensee's address; notice

Sec. 10. A person who holds a license issued under this article shall inform the board of a change of address by submitting a written statement that sets forth the current address of the person to the board no later than thirty (30) days following the change.

As added by P.L.257-1987, SEC.3.

IC 25-8-4-11 Licensed schools; signs

Sec. 11. A person who holds a cosmetology school license shall display a sign that complies with standards prescribed by the board on the premises of that establishment indicating that the establishment is a cosmetology school licensed under this article.

As added by P.L.257-1987, SEC.3. Amended by P.L.184-1991, SEC.16.

IC 25-8-4-12 Visibility of sign

Sec. 12. The sign described in section 11 of this chapter must be visible to a customer entering the main entrance of the establishment.

As added by P.L.257-1987, SEC.3.

IC 25-8-4-13 Individual license display

Sec. 13. A person who holds any license issued under this chapter except the licenses described in section 11 of this chapter shall display the license in a conspicuous place in that person's work area in the cosmetology salon or cosmetology school where the person is employed. The license must be clearly visible to a customer of that person who is present in the licensed person's work area.

As added by P.L.257-1987, SEC.3.

IC 25-8-4-14 Duplicate license; issuance procedure

Sec. 14. The board may issue a duplicate license to a person licensed under this article if the person:

- (1) files a verified statement with the board that the original license has been lost or destroyed; and
- (2) pays the fee required under IC 25-1-8-2.

As added by P.L.257-1987, SEC.3. Amended by P.L.235-1995, SEC.4.

IC 25-8-4-15 Duplicate license registration number

Sec. 15. A duplicate license has the same registration number as the original license issued to that person.

As added by P.L.257-1987, SEC.3.

IC 25-8-4-16 Duplicate license number {Repealed}

(Repealed by P.L.184-1991, SEC.42.)

IC 25-8-4-17 Expiration of license

Sec. 17. A license issued or renewed under this article is valid for four (4) years.

As added by P.L.257-1987, SEC.3.

IC 25-8-4-18 Renewal application

Sec. 18. Except as provided in IC 25-8-9-11, a person who holds a license under this article may apply for its renewal.

As added by P.L.257-1987, SEC.3.

IC 25-8-4-19 Pre-expiration renewal

Sec. 19. The board shall renew a license if the license holder:

(1) pays the fee set forth in IC 25-8-13 to renew the license before the license is to expire; and

(2) fulfills the continuing education requirements under IC 25-8-15.

As added by P.L.257-1987, SEC.3. Amended by P.L.239-1995, SEC.4.

IC 25-8-4-20 Date of expiration

Sec. 20. (a) Except as provided for:

(1) a cosmetology salon license under subsection (b); and

(2) a temporary cosmetology license under IC 25-8-9-10;

a license that is not renewed under section 19 of this chapter expires August 1 of the year of expiration unless a different date is fixed by the board.

(b) A cosmetology salon license expires February 1 of the year of expiration.

As added by P.L.257-1987, SEC.3.

IC 25-8-4-21 Restoration procedure following expiration

Sec. 21. Except as provided in IC 25-8-9-11, the board may, upon application, reinstate a license under this chapter that has expired if the person holding the license:

(1) pays renewal fees established by the the board under IC 25-1-8-2;

(2) pays the license reinstatement fee established under IC 25-1-8-7;

(3) complies with all requirements imposed by this article on an applicant for an initial license to perform the acts authorized by the license being reinstated, other than receiving a satisfactory grade (as defined in section 9 of this chapter) on an examination prescribed by the board; and

(4) fulfills the continuing education requirements under IC 25-8-15.

As added by P.L.257-1987, SEC.3. Amended by P.L.184-1991, SEC.17; P.L.239-1995, SEC.5; P.L.194-2005, SEC.33.

IC 25-8-4-22 Restriction on restoration in event of belated renewal

Sec. 22. (a) Except as provided in subsection (b), the board may not reinstate a license issued under this article if the person holding the license does not petition for license renewal within three (3) years after the expiration of the license, unless that person complies with section 23 of this chapter.

(b) The board may not reinstate:

(1) a cosmetology salon license issued under IC 25-8-5;

(2) an electrolysis salon license issued under IC 25-8-7.2;

(3) an esthetician salon license issued under IC 25-8-12.6;

(4) a manicurist salon license issued under IC 25-8-7.1; or

(5) a cosmetology school license issued under IC 25-8-7;

unless the license holder submits an application for reinstatement of the license within six (6) months after the date the license expired.

As added by P.L.257-1987, SEC.3. Amended by P.L.184-1991, SEC.18; P.L.214-1993, SEC.31; P.L.194-2005, SEC.34.

IC 25-8-4-23 Restrictive individual license restoration procedure; examination

Sec. 23. The board may reinstate a license issued under this article held by a person described in section 22(a) of this chapter if the applicant:

(1) receives a satisfactory grade (as defined in section 9 of this chapter) on an examination prescribed by the board;

(2) pays the examination fee set forth in IC 25-8-13;

(3) pays the reinstatement fee established under IC 25-1-8-7; and

(4) complies with all requirements imposed by this article on an applicant for an initial license to perform the acts authorized by the license being reinstated.

As added by P.L.257-1987, SEC.3. As amended by P.L.194-2005, SEC.35

IC 25-8-4-24 Failed individual license reexamination, additional procedure to restore

Sec. 24. If a person does not receive a satisfactory grade on the examination described in section 23 of this chapter, the board may not reinstate that person's license until the person has:

- (1) successfully completed the cosmetology school program required for an applicant for a license issued under this article to perform the acts authorized by the license being reinstated;
- (2) received a satisfactory grade (as defined in section 9 of this chapter) on an examination prescribed by the board;
- (3) paid the examination fee set forth in IC 25-8-13;
- (4) paid the license fee set forth in IC 25-8-13; and
- (5) complied with all requirements imposed by this article on an applicant for an initial license to perform the acts authorized by the license being reinstated.

As added by P.L.257-1987, SEC.3. As amended by P.L. 194-2005, SEC. 36.

IC 25-8-4-25 Denial of individual license restoration petition

Sec. 25. If a person does not receive a satisfactory grade on the examination described in section 24(2) of this chapter, the board may deny the petition to reinstate the license.

As added by P.L.257-1987, SEC.3. As amended by P.L. 194-2005, SEC. 37.

IC 25-8-4-26 Restoration of license upon further examination

Sec. 26. The board may reinstate a license held by a person described in section 25 of this chapter if that person complies with any rules adopted by the board to permit further examination of that person for license reinstatement.

As added by P.L.257-1987, SEC.3. As amended by P.L. 194-2005, SEC. 38.

IC 25-8-4-27 New salon or school license application by former license holder failing to comply with restoration application requirements; fees

Sec. 27. If a person holding a license described in section 22(b) of this chapter does not comply with the reinstatement application filing requirements set forth in that section, that person may:

- (1) file an application for a new license to operate:
 - (A) a cosmetology salon;
 - (B) an electrolysis salon;
 - (C) an esthetic salon;
 - (D) a manicurist salon; or
 - (E) a cosmetology school;under this article; and
- (2) pay the reinstatement fee set forth in:
 - (A) IC 25-8-13-3; or
 - (B) IC 25-8-13-5(b).

As added by P.L.257-1987, SEC.3. Amended by P.L.184-1991, SEC.19; P.L. 194-2005, SEC. 39.

IC 25-8-4-28 Issuance of new application by former license holder failing to comply with restoration application requirements; fee

Sec. 28. The board may issue a cosmetology salon or cosmetology school license to a person described in section 27 of this chapter if that person complies with the requirements imposed in this article on an applicant for an initial license to operate a cosmetology salon or cosmetology school.

As added by P.L.257-1987, SEC.3.

IC 25-8-4-29 Prohibited acts of licensee no longer complying with requirements for issuance of license

Sec. 29. A person holding a license under this chapter may not perform an act authorized by that license if the person knows that the person no longer complies with the requirements for the issuance of the license.

As added by P.L.257-1987, SEC.3.

IC 25-8-4-30 Licensed activity separate from residence

Sec. 30. A person may not engage in any activity licensed under this article in a structure that contains a residence unless the residence:

- (1) is separated from the place where the licensed activity occurs by a substantial floor to ceiling partition; and
- (2) has a separate entry.

As added by P.L.257-1987, SEC.3. Amended by P.L.184-1991, SEC.20.

INDIANA CODE § 25-8-5**Chapter 5. Cosmetology School Licenses****IC 25-8-5-1 Issuance of license**

Sec. 1. The board may issue a license under this article to operate a cosmetology school.

As added by P.L.257-1987, SEC.4.

IC 25-8-5-2 Application; form

Sec. 2. A person must file a verified application for a cosmetology school license with the board on a form prescribed by the board to obtain that license.

As added by P.L.257-1987, SEC.4.

IC 25-8-5-3 Contents of application

Sec. 3. The application described in section 2 of this chapter must state that:

- (1) as a requirement for graduation, the proposed school will require its students to successfully complete at least the one thousand five hundred (1,500) hours of course work required to be eligible to sit for the licensing examination;
- (2) no more than eight (8) hours of course work may be taken by a student during one (1) day;
- (3) the course work will instruct the students in all theories and practical application of the students' specific course of study;
- (4) the school will provide one (1) instructor for each twenty (20) students or any fraction of that number;
- (5) the school will be operated under the personal supervision of a licensed cosmetologist instructor;
- (6) the person has obtained any building permit, certificate of occupancy, or other planning approval required under IC 22-15-3 and IC 36-7-4 to operate the school;
- (7) the school, if located in the same building as a residence, will:
 - (A) be separated from the residence by a substantial floor to ceiling partition; and
 - (B) have a separate entry; and
- (8) the applicant has paid the fee set forth in IC 25-8-13-3.

As added by P.L.257-1987, SEC.4. Amended by P.L.184-1991, SEC.21; P.L.113-1999, SEC.6.

IC 25-8-5-4 Curriculum requirement rules

Sec. 4. The board may adopt rules under IC 4-22-2 requiring that the curriculum offered by a cosmetology school licensed under this chapter provide a minimum number of hours of instruction of each of the subjects described in section 3(3) of this chapter.

As added by P.L.257-1987, SEC.4.

IC 25-8-5-4.5 Credit for valid license

Sec. 4.5. (a) If a student in a cosmetology school presents to the school a valid license issued by the board, the school shall accept and provide credit toward the student's current program for the hours completed in a cosmetology school in the theory and demonstration, or actual practice, of any of the following subjects:

- (1) Electricity (basic electricity).
- (2) Facials.
- (3) Hair coloring (color rinses).
- (4) Hair removal.
- (5) Makeup.
- (6) Manicuring.
- (7) Pedicuring.
- (8) Salesmanship (salesmanship and marketing).
- (9) Sanitation (infection control or bacteriology).
- (10) Scalp treatment.
- (11) Skin (skin care).
- (12) Shampooing (shampoo rinsing).
- (13) Hair coloring (weekly rinses).
- (14) Other areas as determined by the board.

(b) The school shall credit the appropriate subject areas on a student's transcript for the hours transferred under subsection (a).

(c) A student may not transfer any hours of credit above the amount required in each subject area under the student's current program.

(d) The student may receive credit for the number of hours that the student's current program requires in the subject areas covered by the student's license, even if the number of hours required under the current program is greater than the actual number of hours completed when the student's license was earned.

As added by P.L.113-1999, SEC.7.

IC 25-8-5-5 Sign display at school entrances; standards

Sec. 5. (a) A cosmetology school licensed under this chapter shall display a sign complying with standards established by the board at each entrance to the cosmetology school used by the school's customers.

(b) The sign must state that the students of the school are performing cosmetology in that establishment.

As added by P.L.257-1987, SEC.4.

IC 25-8-5-6 Sign displaying prices

Sec. 6. A cosmetology school licensed under this chapter may not display a sign listing the prices charged for services at the cosmetology school unless:

- (1) the cosmetology school displays the sign required under section 5 of this chapter; or
- (2) the price list sign described in this section is only visible inside the school.

As added by P.L.257-1987, SEC.4.

INDIANA CODE § 25-8-6

Chapter 6. Instructor Licenses

IC 25-8-6-1 Authorization

Sec. 1. The board may license a person to be a cosmetology instructor.

As added by P.L.257-1987, SEC.5. Amended by P.L.236-1995, SEC.9.

IC 25-8-6-2 Applications; forms

Sec. 2. A person must file a verified application for a cosmetology instructor license with the board to obtain that license. The application must be made on a form prescribed by the board.

As added by P.L.257-1987, SEC.5. Amended by P.L.236-1995, SEC.10.

IC 25-8-6-3 Contents of application

Sec. 3. The application described in section 2 of this chapter must state that the applicant:

- (1) is at least eighteen (18) years of age;
- (2) has graduated from high school or received the equivalent of a high school education;
- (3) holds a cosmetologist license issued under this article;
- (4) has actively practiced cosmetology for at least six (6) months in a cosmetology salon and subsequently successfully completed at least six (6) months of instruction in theory and practice of instructor training as a student in a cosmetology school;
- (5) has not committed an act for which the applicant could be disciplined under IC 25-8-14;
- (6) has received a satisfactory grade (as defined in IC 25-8-4-9) on an examination for instructor license applicants prescribed by the board; and
- (7) has paid the fee set forth in IC 25-8-13-4 for the issuance of a license under this chapter.

As added by P.L.257-1987, SEC.5. Amended by P.L.5-1988, SEC.136; P.L.184-1991, SEC.22.

IC 25-8-6-4 Repeat examination; rules

Sec. 4. If a person does not receive a satisfactory grade on the examination described in section 3(6) of this chapter, that person may repeat the examination subject to the rules governing the examination adopted by the board.

As added by P.L.257-1987, SEC.5.

IC 25-8-6-5 Unsatisfactory examination grades; consequences

Sec. 5. If a person does not receive a satisfactory grade on the examination described in section 4 of this chapter, the board may:

- (1) refuse to permit the person to take the examination again; or
- (2) permit the person to take the examination again subject to the rules governing the examination adopted by the board.

As added by P.L.257-1987, SEC.5.

INDIANA CODE § 25-8-6.1

Chapter 6.1. Esthetics Instructor Licenses

IC 25-8-6.1-1 Authorization

Sec. 1. The board may license a person to be an esthetics instructor.

As added by P.L.236-1995, SEC.11.

IC 25-8-6.1-2 Application

Sec. 2. A person must file a verified application for an esthetics instructor license with the board to obtain that license. The application must be made on a form prescribed by the board.

As added by P.L.236-1995, SEC.11.

IC 25-8-6.1-3 Requirements

Sec. 3. The application described in section 2 of this chapter must require that the applicant:

- (1) be at least eighteen (18) years of age;
- (2) has graduated from high school or received the equivalent of a high school education;
- (3) hold an esthetician license issued under this article;
- (4) has completed the education and experience requirements subject to the rules adopted by the board;
- (5) has not committed an act for which the applicant could be disciplined under IC 25-8-14;
- (6) has received a satisfactory grade (as defined in IC 25-8-4-9) on an examination for instructor license applicants prescribed by the board; and

(7) has paid the fee under IC 25-8-13-4 for the issuance of a license under this chapter.
As added by P.L.236-1995, SEC.11. Amended by P.L.113-1999, SEC.8.

IC 25-8-6.1-4 Repeat examination

Sec. 4. If a person does not receive a satisfactory grade on the examination described in section 3(6) of this chapter, the person may repeat the examination subject to the rules governing the examination adopted by the board.

As added by P.L.236-1995, SEC.11.

IC 25-8-6.1-5 Consequences of unsatisfactory repeat examination

Sec. 5. If a person does not receive a satisfactory grade on the examination described in section 4 of this chapter, the board may:

- (1) refuse to permit the person to take the examination again; or
- (2) permit the person to take the examination again subject to the rules governing the examination adopted by the board.

As added by P.L.236-1995, SEC.11.

INDIANA CODE § 25-8-6.2

Chapter 6.2. Electrology Instructor Licenses

IC 25-8-6.2-1 Authorization

Sec. 1. The board may license a person to be an electrology instructor.

As added by P.L.236-1995, SEC.12.

IC 25-8-6.2-2 Application

Sec. 2. A person must file a verified application for an electrology instructor license with the board to obtain the license. The application must be made on a form prescribed by the board.

As added by P.L.236-1995, SEC.12.

IC 25-8-6.2-3 Requirements

Sec. 3. The application described in section 2 of this chapter must require that the applicant:

- (1) be at least eighteen (18) years of age;
- (2) has graduated from high school or received the equivalent of a high school education;
- (3) hold an electrologist license issued under this article;
- (4) has completed the education and experience requirements subject to the rules adopted by the board;
- (5) has not committed an act for which the applicant could be disciplined under IC 25-8-14;
- (6) has received a satisfactory grade (as defined in IC 25-8-4-9) on an examination for instructor license applicants prescribed by the board; and
- (7) has paid the fee under IC 25-8-13-4 for the issuance of a license under this chapter.

As added by P.L.236-1995, SEC.12. Amended by P.L.113-1999, SEC.9.

IC 25-8-6.2-4 Repeat examination

Sec. 4. If a person does not receive a satisfactory grade on the examination described in section 3(6) of this chapter, the person may repeat the examination subject to the rules governing the examination adopted by the board.

As added by P.L.236-1995, SEC.12.

IC 25-8-6.2-5 Consequences of unsatisfactory repeat examination

Sec. 5. If a person does not receive a satisfactory grade on the examination described in section 4 of this chapter, the board may:

- (1) refuse to permit the person to take the examination again; or

(2) permit the person to take the examination again subject to the rules governing the examination adopted by the board.

As added by P.L.236-1995, SEC.12.

INDIANA CODE § 25-8-7

Chapter 7. Cosmetology Salon Licenses

IC 25-8-7-1 Issuance

Sec. 1. The board may issue a license under this article to operate a cosmetology salon.

As added by P.L.257-1987, SEC.6.

IC 25-8-7-2 Requirement for license

Sec. 2. A person who wishes to obtain a cosmetology salon license must:

- (1) select a site for the salon which, if located in the same building as a residence:
 - (A) is separated from the residence by a substantial floor to ceiling partition; and
 - (B) has a separate entry;
- (2) obtain any building permit, certificate of occupancy, or other approval action required under IC 22-15-3 and IC 36-7-4 to operate the cosmetology salon;
- (3) install the furnishings and obtain the salon equipment required under rules adopted by the board; and
- (4) submit a verified statement on a form prescribed by the board that the cosmetology salon will be under the personal supervision of a person who has at least six (6) months active experience as a cosmetologist under IC 25-8-9 before the application was submitted under this chapter.

As added by P.L.257-1987, SEC.6. Amended by P.L.184-1991, SEC.23.

IC 25-8-7-3 Waiver of licensee supervision requirement; condition

Sec. 3. The requirement for a cosmetologist license under section 2(4) of this chapter may be waived by the board if:

- (1) the applicant submits a verified petition for the waiver on a form prescribed by the board which:
 - (A) states the reasons for requesting the waiver; and
 - (B) is signed by two (2) persons who know the applicant and are familiar with the facts set forth in the petition; and
- (2) the board determines that the requirement would result in extreme hardship to the applicant if enforced.

As added by P.L.257-1987, SEC.6.

IC 25-8-7-4 Prerequisites to license issuance

Sec. 4. The board may issue a license under this chapter if the applicant has:

- (1) complied with section 2 of this chapter; and
- (2) paid the fee for the license set forth in IC 25-8-13-5.

As added by P.L.257-1987, SEC.6.

IC 25-8-7-5 Temporary license

Sec. 5. If:

- (1) the board cannot determine whether an applicant has complied with section 2 of this chapter at the time the application is filed; and
- (2) the board determines that the board will require more than fifteen (15) days to determine if the applicant has complied with section 2 of this chapter;

then the board shall issue a temporary cosmetology salon license to the applicant.

As added by P.L.257-1987, SEC.6.

IC 25-8-7-6 Duration of temporary license

Sec. 6. The temporary license issued under section 5 of this chapter is valid until the board approves or denies the application for a license under this chapter or until three (3) months following its issuance, whichever occurs first.

As added by P.L.257-1987, SEC.6.

IC 25-8-7-7 Salon license requirement of lessee of licensed salon

Sec. 7. The board may not require a cosmetologist to obtain a license under this chapter if the cosmetologist has leased or subleased a portion of a cosmetology salon from a person licensed under this chapter.

As added by P.L.257-1987, SEC.6.

IC 25-8-7-8 Sign display at salon entrance; standards

Sec. 8. (a) A person holding a license issued under IC 25-8-7, IC 25-8-7.1, IC 25-8-7.2, or IC 25-8-12.6 shall display a sign complying with standards prescribed by the board at the main public entrance to the salon.

(b) The sign must:

- (1) be clearly visible to a customer entering the establishment at that entrance; and
- (2) state in legible printing that the establishment is a structure licensed as one (1) of the following:

- (A) Cosmetology salon.
- (B) Electrology salon.
- (C) Manicuring salon.
- (D) Esthetic salon.

As added by P.L.257-1987, SEC.6. Amended by P.L.184-1991, SEC.24; P.L.113-1999, SEC.10.

INDIANA CODE § 25-8-7.1**Chapter 7.1. Manicurist Salon Licenses****IC 25-8-7.1-1 Issuance**

Sec. 1. The board may issue a license under this article to operate a manicurist salon.

As added by P.L.184-1991, SEC.25.

IC 25-8-7.1-2 Requirements for license

Sec. 2. A person who desires to obtain a manicurist salon license must do the following:

- (1) Select a site for the salon that, if located in the same building as a residence:
 - (A) is separated from the residence by a substantial floor to ceiling partition; and
 - (B) has a separate entry.
- (2) Obtain:
 - (A) a building permit;
 - (B) a certificate of occupancy; or
 - (C) other approval action required under IC 22-15-3 and IC 36-7-4; to operate the manicurist salon.
- (3) Install the furnishings and obtain the salon equipment required under rules adopted by the board.
- (4) Submit a verified statement on a form prescribed by the board that the manicurist salon will be under the personal supervision of a person who has at least six (6) months active experience as a:
 - (A) manicurist under IC 25-8-11; or
 - (B) cosmetologist under IC 25-8-9;
 before the application was submitted under this chapter.

As added by P.L.184-1991, SEC.25.

IC 25-8-7.1-3 Waiver of the licensee supervision requirement

Sec. 3. The requirement for a manicurist license under section 2(4) of this chapter may be waived by the board if:

- (1) the applicant submits a verified petition for the waiver on a form prescribed by the board that:
 - (A) states the reasons for requesting the waiver; and
 - (B) is signed by two (2) individuals who know the applicant and are familiar with the facts in the petition; and
- (2) the board determines that the requirement would result in extreme hardship to the applicant if enforced.

As added by P.L.236-1995, SEC.13.

IC 25-8-7.1-4 Temporary manicurist salon license

Sec. 4. If the board:

- (1) cannot determine whether an applicant has complied with section 2 of this chapter at the time the application is filed; and
- (2) determines that more than fifteen (15) days are required to determine whether the applicant has complied with section 2 of this chapter;

the board shall issue a temporary manicurist salon license to the applicant.

As added by P.L.173-1996, SEC.10.

INDIANA CODE § 25-8-7.2**Chapter 7.2. Electrology Salon Licenses****IC 25-8-7.2-1 Issuance**

Sec. 1. The board may issue a license under this article to operate an electrology salon.

As added by P.L.184-1991, SEC.26.

IC 25-8-7.2-2 Requirements for license

Sec. 2. A person who desires to obtain an electrology salon license must do the following:

- (1) Select a site for the salon that, if located in the same building as a residence:
 - (A) is separated from the residence by a substantial floor to ceiling partition; and
 - (B) has a separate entry.
- (2) Obtain:
 - (A) a building permit;
 - (B) a certificate of occupancy; or
 - (C) other approval action required under IC 22-15-3 and IC 36-7-4; to operate the manicurist salon.
- (3) Install the furnishings and obtain the salon equipment required under rules adopted by the board.
- (4) Submit a verified statement on a form prescribed by the board that the electrology salon will be under the personal supervision of a person who has at least six (6) months active experience as an electrologist under IC 25-8-10 before the application was submitted under this chapter.

As added by P.L.184-1991, SEC.26.

IC 25-8-7.2-3 Waiver of licensee supervision requirement

Sec. 3. The requirement for an electrologist license under section 2(4) of this chapter may be waived by the board if:

- (1) the applicant submits a verified petition for the waiver on a form prescribed by the board that:
 - (A) states the reasons for requesting the waiver; and
 - (B) is signed by two (2) individuals who know the applicant and are familiar with the facts in the petition; and

(2) the board determines that the requirement would result in extreme hardship to the applicant if enforced.
As added by P.L.236-1995, SEC.14.

IC 25-8-7.2-4 Temporary electrology salon license

Sec. 4. If the board:

- (1) cannot determine whether an applicant has complied with section 2 of this chapter at the time the application is filed; and
- (2) determines that more than fifteen (15) days are required to determine whether the applicant has complied with section 2 of this chapter;

the board shall issue a temporary electrology salon license to the applicant.

As added by P.L.173-1996, SEC.11.

INDIANA CODE § 25-8-8

Chapter 8. Master Cosmetologist Licenses

IC 25-8-8-1 Authorization

Sec. 1. The board may license a person to be a master cosmetologist.

As added by P.L.257-1987, SEC.7.

IC 25-8-8-2 Application; form

Sec. 2. A person must file a verified application for a master cosmetologist license with the board on a form prescribed by the board to obtain that license.

As added by P.L.257-1987, SEC.7.

IC 25-8-8-3 Contents of application

Sec. 3. The application described in section 2 of this chapter must state that the applicant:

- (1) holds a valid cosmetologist license;
- (2) has performed cosmetology continuously for a least two (2) years in a cosmetology salon;
- (3) has received a satisfactory grade (as defined in IC 25-8-4-9) on an examination for the license conducted by the board; and
- (4) has paid the fee for the license set forth in IC 25-8-13-6.

As added by P.L.257-1987, SEC.7.

IC 25-8-8-4 Restrictions on practice in cosmetology school

Sec. 4. A person licensed under this chapter may not engage in cosmetology in a cosmetology school except as part of student instruction.

As added by P.L.257-1987, SEC.7.

INDIANA CODE § 25-8-9

Chapter 9. Cosmetologist Licenses

IC 25-8-9-1

Sec. 1. The board may license a person to be a cosmetologist.

As added by P.L.257-1987, SEC.8.

IC 25-8-9-2 Application; form

Sec. 2. A person must file a verified application for a cosmetologist license with the board on a form prescribed by the board to obtain that license.

As added by P.L.257-1987, SEC.8.

IC 25-8-9-3 Contents of application

Sec. 3. The application described in section 2 of this chapter must state that the applicant:

- (1) is at least eighteen (18) years of age;
- (2) has successfully completed the tenth grade or received the equivalent of tenth grade education;
- (3) has graduated from a cosmetologist program in a cosmetology school;
- (4) has received a satisfactory grade (as defined by IC 25-8-4-9) on an examination for cosmetologist license applicants prescribed by the board;
- (5) has not committed an act for which the applicant could be disciplined under IC 25-8-14; and
- (6) has paid the fee set forth in IC 25-8-13-7 for the issuance of a license under this chapter.

As added by P.L.257-1987, SEC.8. Amended by P.L.113-1999, SEC.11.

IC 25-8-9-4 Waiver of tenth grade education requirement; conditions

Sec. 4. The board may waive the requirement for applicants under section 3(2) of this chapter if:

- (1) the applicant petitions the board for a waiver; and
- (2) the board determines that the requirement would result in extreme hardship to the applicant if enforced.

As added by P.L.257-1987, SEC.8.

IC 25-8-9-5 Repeat examination

Sec. 5. If a person does not receive a satisfactory grade on the examination described in section 3(4) of this chapter, that person may repeat the examination without completing any additional study in cosmetology.

As added by P.L.257-1987, SEC.8.

IC 25-8-9-6 Unsuccessful repeat examination; consequences

Sec. 6. If a person does not receive a satisfactory grade on the repeat examination described in section 5 of this chapter, the board may:

- (1) refuse to permit the person to take the examination again; or
- (2) permit the person to take the examination again, subject to the rules governing the examination adopted by the board.

As added by P.L.257-1987, SEC.8.

IC 25-8-9-7 Temporary work permit

Sec. 7. The board may issue a temporary work permit to practice cosmetology, electrology, esthetics, manicuring, shampooing, or the instruction of cosmetology, esthetics, or electrology.

As added by P.L.257-1987, SEC.8. Amended by P.L.214-1993, SEC.33; P.L.236-1995, SEC.15.

IC 25-8-9-8 Temporary work permit application

Sec. 8. A person must file a verified application for a temporary:

- (1) cosmetologist work permit;
- (2) electrologist work permit;
- (3) esthetician work permit;
- (4) manicurist work permit;
- (5) shampoo operator work permit;
- (6) cosmetology instructor work permit;
- (7) esthetics instructor work permit; or
- (8) electrology instructor work permit;

with the board on a form prescribed by the board to obtain that work permit.

As added by P.L.257-1987, SEC.8. Amended by P.L.214-1993, SEC.34; P.L.236-1995, SEC.16.

IC 25-8-9-9 Contents of temporary work permit application

Sec. 9. (a) The temporary cosmetologist work permit application described in section 8 of this chapter must state that the applicant:

- (1) will practice cosmetology under the supervision of a cosmetologist; and
- (2) has filed an application under:
 - (A) section 2 of this chapter, but has not taken the examination described by section 3(4) of this chapter; or
 - (B) IC 25-8-4-2 and is awaiting a board determination.

(b) The temporary electrologist work permit application described in section 8 of this chapter must state that the applicant:

- (1) will practice electrology under the supervision of an electrologist; and
- (2) has filed an application under:
 - (A) IC 25-8-10-2, but has not taken the examination described in IC 25-8-10-3(3); or
 - (B) IC 25-8-4-2 and is awaiting a board determination.

(c) The temporary esthetician work permit application described in section 8 of this chapter must state that the applicant:

- (1) will practice esthetics under the supervision of an esthetician; and
- (2) has filed an application under:
 - (A) IC 25-8-12-5-3, but has not taken the examination described in IC 25-8-12-5-4(a)(4); or
 - (B) IC 25-8-4-2 and is awaiting a board determination.

(d) The temporary manicurist work permit application described in section 8 of this chapter must state that the applicant:

- (1) will practice manicuring under the supervision of a cosmetologist or manicurist; and
- (2) has filed an application under:
 - (A) IC 25-8-11-3, but has not taken the examination described in IC 25-8-11-4(4); or
 - (B) IC 25-8-4-2 and is awaiting a board determination.

(e) The temporary shampoo operator work permit application described in section 8 of this chapter must state that the applicant:

- (1) will practice shampooing under the supervision of a cosmetologist; and
- (2) has filed an application under:
 - (A) IC 25-8-12-2, but has not taken the examination described in IC 25-8-12-3(4); or
 - (B) IC 25-8-4-2 and is awaiting a board determination.

(f) The temporary cosmetology instructor work permit application described in section 8 of this chapter must state that the applicant:

- (1) will practice the instruction of cosmetology under the supervision of a cosmetology instructor; and
- (2) has filed an application under:
 - (A) IC 25-8-6-2, but has not taken the examination described in IC 25-8-6-3(6); or
 - (B) IC 25-8-4-2 and is awaiting a board determination.

(g) The temporary esthetics instructor work permit application described in section 8 of this chapter must state that the applicant:

- (1) will practice the instruction of esthetics under the supervision of a cosmetology or an esthetics instructor; and
- (2) has filed an application under:
 - (A) IC 25-8-6.1-2, but has not taken the examination described in IC 25-8-6.1-3(6); or
 - (B) IC 25-8-4-5 and is awaiting a board determination described in IC 25-8-4-2.

(h) The temporary electrology instructor work permit application described in section 8 of this chapter must state that the applicant:

- (1) will practice the instruction of electrology under the supervision of an electrology instructor; and
- (2) has filed an application under:
 - (A) IC 25-8-6.2-2, but has not taken the examination described in IC 25-8-6.2-3(6); or

(B) IC 25-8-4-2 and is awaiting a board determination.

As added by P.L.257-1987, SEC.8. Amended by P.L.214-1993, SEC.35; P.L.236-1995, SEC.17.

IC 25-8-9-10 Expiration of temporary work permit

Sec. 10. (a) Except when held by an applicant who has filed an application under IC 25-8-4-2, a temporary work permit issued under section 7 of this chapter expires:

- (1) three (3) months after the date of issuance; or
- (2) thirty (30) days after the license holder takes the applicable examination;

whichever occurs first.

(b) A temporary work permit held by a license applicant who has filed an application under IC 25-8-4-2 expires thirty (30) days after the board's approval of the applicant's application. If the application for licensure is denied, the applicant's temporary work permit expires five (5) days after the board's decision.

As added by P.L.257-1987, SEC.8. Amended by P.L.184-1991, SEC.27; P.L.236-1995, SEC.18.

IC 25-8-9-11 Temporary licenses; renewal or restoration

Sec. 11. The board may not renew or reinstate a license issued under section 7 of this chapter.

As added by P.L.257-1987, SEC.8. As amended by P.L.194-2005, SEC.40.

IC 25-8-9-12 Number of temporary licenses

Sec. 12. The board may not grant a person more than one (1) license under section 7 of this chapter.

As added by P.L.257-1987, SEC.8.

IC 25-8-9-13 Practice in cosmetology school; restoration

Sec. 13. A person licensed under this chapter may not engage in cosmetology in a cosmetology school except as part of student instruction.

As added by P.L.257-1987, SEC.8.

IC 25-8-9-14 Practice restriction

Sec. 14. A person licensed under this chapter may not engage in cosmetology outside a cosmetology salon unless that person:

- (1) has the permission of a person who holds a cosmetology salon license and:
 - (A) employs the person licensed under this chapter; or
 - (B) leases or subleases a portion of a salon to the person licensed under this chapter; and
- (2) complies with any other practice restrictions regarding this section established by the board.

As added by P.L.257-1987, SEC.8. Amended by P.L.236-1995, SEC.19.

INDIANA CODE § 25-8-10

Chapter 10. Electrologist Licenses

IC 25-8-10-1 Authorization

Sec. 1. The board may license a person to perform electrolysis.
As added by P.L.257-1987, SEC.9.

IC 25-8-10-2 Application; form

Sec. 2. A person must file a verified application for an electrologist license with the board on a form prescribed by the board to obtain that license.

As added by P.L.257-1987, SEC.9.

IC 25-8-10-3 Contents of application

Sec. 3. The application described in section 2 of this chapter must state that the applicant:

- (1) holds a cosmetologist license issued under IC 25-8-9 or an esthetician license issued under IC 25-8-12.5;
- (2) has successfully completed three hundred (300) hours of instruction in electrology in a cosmetology school;
- (3) has received a satisfactory grade (as defined by IC 25-8-4-9) on an examination for electrologist license prescribed by the board;
- (4) has not committed an act for which the applicant could be disciplined under IC 25-8-14; and
- (5) has paid the fee set forth in IC 25-8-13-8 for the issuance of a license under this chapter.

As added by P.L.257-1987, SEC.9. Amended by P.L.184-1991, SEC.28; P.L.214-1993, SEC.36; P.L.2-1995, SEC.95.

INDIANA CODE § 25-8-11**Chapter 11. Manicurist Licenses****IC 25-8-11-1 Authorization**

Sec. 1. The board may license a person to perform manicuring.
As added by P.L.257-1987, SEC.10.

IC 25-8-11-2 Performance of manicuring without offering cosmetology

Sec. 2. A person may perform manicuring without offering cosmetology.
As added by P.L.257-1987, SEC.10.

IC 25-8-11-3 Application; form

Sec. 3. A person must file a verified application for a manicurist license with the board on a form prescribed by the board to obtain that license.
As added by P.L.257-1987, SEC.10.

IC 25-8-11-4 Contents of application

Sec. 4. The application described in section 3 of this chapter must state that the applicant:

- (1) is at least eighteen (18) years of age;
- (2) has successfully completed the eighth grade or received the equivalent of an eighth grade education;
- (3) has graduated from a manicurist program in a cosmetology school;
- (4) has received a satisfactory grade (as defined by IC 25-8-4-9) on an examination for manicurist license applicants prescribed by the board;
- (5) has not committed an act for which the applicant could be disciplined under IC 25-8-14; and
- (6) has paid the fee set forth in IC 25-8-13-9 for the issuance of a license under this chapter.

As added by P.L.257-1987, SEC.10. Amended by P.L.184-1991, SEC.29; P.L.113-1999, SEC.12.

IC 25-8-11-5 Unsuccessful examination; consequences

Sec. 5. If a person does not receive a satisfactory grade on the examination described in section 4(4) of this chapter, the person may repeat the examination subject to the rules governing the examination that are adopted by the board.

As added by P.L.257-1987, SEC.10. Amended by P.L.236-1995, SEC.20; P.L.173-1996, SEC.12.

IC 25-8-11-6 Unsuccessful repeat examination; consequences

Sec. 6. If a person does not receive a satisfactory grade on the repeat examination described in section 5 of this chapter, the board may:

- (1) refuse to permit that person to take the examination again; or
- (2) permit the person to take the examination again, subject to the rules governing the examination adopted by the board.

As added by P.L.257-1987, SEC.10.

IC 25-8-11-7 Use of acrylic liquid monomer formulated with methyl methacrylate

Sec. 7. (a) A person licensed under this article may not use acrylic liquid monomer formulated with methyl methacrylate (MMA).

(b) A person who violates subsection (a) may be disciplined under IC 25-1-11.

As added by P.L.113-1999, SEC.13.

INDIANA CODE § 25-8-12**Chapter 12. Shampoo Operator Licenses****IC 25-8-12-1 Authorization**

Sec. 1. The board may license a person as a shampoo operator.
As added by P.L.257-1987, SEC.11.

IC 25-8-12-2 Application; form

Sec. 2. A person must file a verified application for a shampoo operator license with the board on a form prescribed by the board to obtain that license.

As added by P.L.257-1987, SEC.11.

IC 25-8-12-3 Contents of application

Sec. 3. The application described in section 2 of this chapter must state that the applicant:

- (1) is at least eighteen (18) years of age;
- (2) has successfully completed the eighth grade or received the equivalent of an eighth grade education;
- (3) has graduated from a shampooing program in a cosmetology school;
- (4) has received a satisfactory grade (as defined by IC 25-8-4-9) on the examination for shampoo operator license applicants prescribed by the board;
- (5) has not committed an act for which the applicant could be disciplined under IC 25-8-14; and
- (6) has paid the fee set forth in IC 25-8-13-10 for the issuance of a license under this chapter.

As added by P.L.257-1987, SEC.11. Amended by P.L.113-1999, SEC.14.

IC 25-8-12-4 Unsuccessful examination; repeat examination

Sec. 4. If a person does not receive a satisfactory grade on the examination described in section 3(4) of this chapter, that person must receive a satisfactory grade upon repeating the examination described in section 3(4) of this chapter for the license to be issued.

As added by P.L.257-1987, SEC.11.

IC 25-8-12-5 Unsuccessful repeat examination; consequences

Sec. 5. If a person does not receive a satisfactory grade on the repeat examination described in section 4 of this chapter, the board may:

- (1) refuse to permit that person to take the examination again; or
- (2) permit the person to take the examination again, subject to the rules governing the examination adopted by the board.

As added by P.L.257-1987, SEC.11.

INDIANA CODE § 25-8-12.5

Chapter 12.5. Esthetician Licenses

IC 25-8-12.5-1 Board; license

Sec. 1. The board may license a person to be an esthetician.
As added by P.L.144-1990, SEC.3.

IC 25-8-12.5-2 Cosmetology; optional

Sec. 2. A person may act as an esthetician without offering cosmetology.
As added by P.L.144-1990, SEC.3.

IC 25-8-12.5-3 Application; form

Sec. 3. A person must file a verified application for an esthetician license with the board on a form prescribed by the board to obtain the license.
As added by P.L.144-1990, SEC.3.

IC 25-8-12.5-4 Requirements for license

Sec. 4. Except as provided in section 7 of this chapter, to receive a license issued under this chapter, a person must:

- (1) be at least eighteen (18) years of age;
- (2) have successfully completed the tenth grade or received the equivalent of a tenth grade education;
- (3) have graduated from an esthetics program in a cosmetology school;
- (4) have received a satisfactory grade (as defined by IC 25-8-4-9) on an examination for esthetician license applicants prescribed by the board;
- (5) not have committed an act for which the person could be disciplined under IC 25-8-14; and
- (6) pay the fee set forth in IC 25-8-13-11 for the issuance of a license under this chapter.

As added by P.L.144-1990, SEC.3. Amended by P.L.184-1991, SEC.30; P.L.197-1995, SEC.2; P.L.84-1998, SEC.22; P.L.113-1999, SEC.15.

IC 25-8-12.5-5 Examination; unsatisfactory grade

Sec. 5. If a person does not receive a satisfactory grade on the examination described in section 4(a)(4) of this chapter, the person may repeat the examination subject to the rules governing the examination that are adopted by the board.
As added by P.L.144-1990, SEC.3. Amended by P.L.2-1995, SEC.96; P.L.236-1995, SEC.21; P.L.173-1996, SEC.13.

IC 25-8-12.5-6 Repeat examination; unsatisfactory grade

Sec. 6. If a person does not receive a satisfactory grade on the repeat examination described in section 5 of this chapter, the board may:

- (1) refuse to permit the person to take the examination again; or
- (2) permit the person to take the examination again, subject to the rules governing the examination adopted by the board.

As added by P.L.144-1990, SEC.3.

IC 25-8-12.5-7 License Reciprocity

Sec. 7. (a) If the board determines that:

- (1) a person is licensed to:
- (A) act as an esthetician; or
- (B) perform acts of an esthetician that require a license under this article to be performed in Indiana;

in a jurisdiction outside Indiana; and

(2) the jurisdiction in which the person is licensed imposes licensure requirements that are substantially equal to those imposed by Indiana;

the board shall issue to the person a license to act as an esthetician in Indiana upon payment of the fee required under IC 25-8-13.

(b) If the board does not issue a license under subsection (a) to a person with esthetician instruction or practice experience from another state or jurisdiction, to satisfy the instruction requirements of section 4(a)(3) of this chapter, the board shall approve a combination of:

- (1) the person's instruction hours; and
- (2) the person's licensed practice of esthetics in the other state or jurisdiction at the rate of one (1) year of licensed practice to one hundred (100) approved instruction hours if the person has completed at least four hundred (400) nonpractice hours of instruction.

As added by P.L.84-1998, SEC.23.

INDIANA CODE § 25-8-12.6

Chapter 12.6. Esthetician Shop License

IC 25-8-12.6-1 Board; licenses

Sec. 1. The board may issue a license to operate an esthetic salon.
As added by P.L.144-1990, SEC.4. Amended by P.L.184-1991, SEC.31.

IC 25-8-12.6-2 Requirements for license

Sec. 2. To obtain an esthetic salon license, a person must:

- (1) select a site for the salon that, if located in the same building as a residence:
- (A) is separated from the residence by a substantial partition; and
- (B) has a separate entry;
- (2) obtain a building permit, certificate of occupancy, or other approval action required under IC 22-12 and IC 36-7-4 to operate the esthetic salon;
- (3) install the furnishings and obtain the salon equipment required under rules adopted by the board; and
- (4) submit a verified statement on a form prescribed by the board that the esthetic salon will be under the personal supervision of a person who holds an esthetician license under IC 25-8-12.5 and has at least six (6) months of active experience as an esthetician under IC 25-8-12.5 or as a cosmetologist under IC 25-8-9 before the application was submitted under this chapter.

As added by P.L.144-1990, SEC.4. Amended by P.L.184-1991, SEC.32.

IC 25-8-12.6-3 Waiver

Sec. 3. The requirement for an esthetic salon license under section 2(4) of this chapter may be waived by the board if:

- (1) the applicant submits a verified petition for the waiver on a form prescribed by the board that:
- (A) states the reasons for requesting the waiver; and
- (B) is signed by two (2) persons who know the applicant and are familiar with the facts set forth in the petition; and
- (2) the board determines that the requirement would result in extreme hardship to the applicant if enforced.

As added by P.L.144-1990, SEC.4. Amended by P.L.184-1991, SEC.33.

IC 25-8-12.6-4 Issuance

Sec. 4. The board may issue a license under this chapter if the applicant has:

- (1) complied with section 2 of this chapter; and
- (2) paid the fee for the license set forth in IC 25-8-13-5.

As added by P.L.144-1990, SEC.4. Amended by P.L.184-1991, SEC.34.

IC 25-8-12.6-5 Temporary esthetic salon license

Sec. 5. If:

- (1) the board cannot determine whether an applicant has complied with section 2 of this chapter at the time the application is filed; and
- (2) the board determines that the board will require more than fifteen (15) days to determine if the applicant has complied with section 2 of this chapter;

the board shall issue a temporary esthetic salon license to the applicant.

As added by P.L.144-1990, SEC.4. Amended by P.L.184-1991, SEC.35.

IC 25-8-12.6-6 Validity; time

Sec. 6. A temporary license issued under section 5 of this chapter is valid until the earlier of:

- (1) the date the board approves or denies the application for a license under this chapter; or
- (2) three (3) months from the date the temporary license is issued.

As added by P.L.144-1990, SEC.4.

IC 25-8-12.6-7 License; leased or subleased salon

Sec. 7. The board may not require an esthetician to obtain a license under this chapter if the esthetician has leased or subleased a portion of a cosmetology salon:

- (1) from a cosmetologist licensed under IC 25-8-7; and
- (2) that meets the requirements of section 2(3) of this chapter.

As added by P.L.144-1990, SEC.4. Amended by P.L.184-1991, SEC.36.

IC 25-8-12.6-8 Sign

Sec. 8. (a) A person holding a license issued under this chapter shall display a sign complying with standards prescribed by the board at the main public entrance to the esthetic salon.

(b) The sign must:

- (1) be clearly visible to a customer entering the establishment at the entrance; and
- (2) state in legible printing that the establishment is an esthetic salon.

As added by P.L.144-1990, SEC.4. Amended by P.L.184-1991, SEC.37.

INDIANA CODE § 25-8-13

Chapter 13. Fees

IC 25-8-13-1 "Examination" defined

Sec. 1. As used in this chapter, "examination" includes the repetition of an examination by a person who did not receive a satisfactory grade (as defined by IC 25-8-4-9) on a prior examination.

As added by P.L.257-1987, SEC.12.

IC 25-8-13-2 Fee exempt transactions

Sec. 2. The board may not charge a fee for:

- (1) transferring a cosmetology salon license under IC 25-8-4-4; or
- (2) issuing a temporary license to practice cosmetology under IC 25-8-7-6.

As added by P.L.257-1987, SEC.12.

IC 25-8-13-3 School license fee

Sec. 3. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for an application to issue or renew a cosmetology school license.

(b) The board shall charge a fee established under IC 25-1-8-7 for reinstating a cosmetology school license. *As added by P.L.257-1987, SEC.12. Amended by P.L.197-1995, SEC.3; P.L. 194-2005, SEC. 41.*

IC 25-8-13-4 Instructor's licensing fee

Sec. 4. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing:

- (1) a cosmetology instructor license;
- (2) an esthetics instructor license; or
- (3) an electrology instructor license.

(b) The board shall charge a fee established under IC 25-1-8-7 for reinstating an instructor license. *As added by P.L.257-1987, SEC.12. Amended by P.L.214-1993, SEC.37; P.L.236-1995, SEC.22; P.L.197-1995, SEC.4; P.L. 194-2005, SEC. 42.*

IC 25-8-13-5 Salon license fees

Sec. 5. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing:

- (1) a cosmetology salon license;
- (2) an electrology salon license;
- (3) an esthetic salon license; or
- (4) a manicurist salon license.

(b) The board shall charge a fee established under IC 25-1-8-7 for reinstating:

- (1) a cosmetology salon license;
- (2) an electrology salon license;
- (3) an esthetic salon license; or
- (4) a manicurist salon license.

As added by P.L.257-1987, SEC.12. Amended by P.L.184-1991, SEC.38; P.L. 194-2005, SEC. 43.

IC 25-8-13-6 Master cosmetologist license fees

Sec. 6. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for providing an examination to an applicant for a master cosmetologist license.

(b) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing a master cosmetologist license.

(c) The board shall charge a fee established under IC 25-1-8-7 for reinstating a master cosmetologist license. *As added by P.L.257-1987, SEC.12. Amended by P.L.197-1995, SEC.5; P.L. 194-20005, SEC. 44.*

IC 25-8-13-7 Cosmetologist license fees

Sec. 7. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for providing an examination to an applicant for a cosmetologist license.

(b) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing a cosmetologist license.

(c) The board shall charge a fee established under IC 25-1-8-7 for reinstating a cosmetologist license.

(d) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing an Indiana cosmetologist license to a person who holds a license from another jurisdiction that meets the requirements set forth in IC 25-8-4-2.

As added by P.L.257-1987, SEC.12. Amended by P.L.236-1995, SEC.23; P.L.197-1995, SEC.6; P.L. 194-2005, SEC. 45.

IC 25-8-13-8 Electrologist license fees

Sec. 8. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for providing an examination to an applicant for an electrologist license.

(b) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing an electrologist license.

(c) The board shall charge a fee established under IC 25-1-8-7 for reinstating an electrologist license.

(d) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing a license to a person who holds an electrologist license from another jurisdiction that meets the requirements under IC 25-8-4-2.

As added by P.L.257-1987, SEC.12. Amended by P.L.214-1993, SEC.38; P.L.236-1995, SEC.24; P.L.197-1995, SEC.7; P.L. 194-2005, SEC. 46.

IC 25-8-13-9 Manicurist license fees

Sec. 9. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for providing an examination to an applicant for a manicurist license.

(b) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing a manicurist license.

(c) The board shall charge a fee established under IC 25-1-8-7 for reinstating a manicurist license.

(d) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing a license to a person who holds a manicurist license from another jurisdiction that meets the requirements under IC 25-8-4-2. *As added by P.L.257-1987, SEC.12. Amended by P.L.214-1993, SEC.39; P.L.236-1995, SEC.25; P.L.197-1995, SEC.8; P.L. 194-2005, SEC. 47.*

IC 25-8-13-10 Shampoo operator license fees

Sec. 10. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for providing an examination to an applicant for a shampoo operator license.

(b) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing a shampoo operator license.

(c) The board shall charge a fee established under IC 25-1-8-7 for reinstating a shampoo operator license. *As added by P.L.257-1987, SEC.12. Amended by P.L.197-1995, SEC.9; P.L. 194-2005, SEC. 48.*

IC 25-8-13-11 Esthetician examination and license fees

Sec. 11. (a) The board shall charge a fee established by the board under IC 25-1-8-2 for providing an examination to an applicant for an esthetician license.

(b) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing or renewing an esthetician license.

(c) The board shall charge a fee established under IC 25-1-8-7 for reinstating an esthetician license.

(d) The board shall charge a fee established by the board under IC 25-1-8-2 for issuing a license to a person who holds an esthetician license from another jurisdiction that meets the requirements under IC 25-8-4-2. *As added by P.L.144-1990, SEC.5. Amended by P.L.184-1991, SEC.39; P.L.214-1993, SEC.40; P.L.236-1995, SEC.26; P.L.197-1995, SEC.10; P.L. 194-2005, SEC. 49.*

IC 25-8-13-12 Manicurist license fees {Repealed}

(Repealed by P.L.184-1991, SEC.42.)

IC 25-8-13-13 Fees; duplicate license issuance

Sec. 13. The board shall charge the fee established under IC 25-1-8-2 for issuing a duplicate license.

As added by P.L.184-1991, SEC.40. Amended by P.L.235-1995, SEC.5.

INDIANA CODE § 25-8-14

Chapter 14. Enforcement

IC 25-8-14-1 Refusal to issue, renew or reinstate license; suspension or revocation

Sec. 1. The board may under IC 4-21.5 refuse to issue, renew, or reinstate a license issued under this article if it determines that the applicant or license holder has not complied with IC 25-1-11.

As added by P.L.257-1987, SEC.13. Amended by P.L.214-1993, SEC.32; P.L. 194-2005, SEC. 50.

IC 25-8-14-2 Grounds for refusal to issue, renew or restore license or for suspension or revocation {Repealed}

(Repealed by P.L.214-1993, SEC.91.)

IC 25-8-14-3 Revocation, suspension, censure, reprimand and probation orders {Repealed}

(Repealed by P.L.214-1993, SEC.91.)

IC 25-8-14-4 Rescission of probation order {Repealed}

(Repealed by P.L.214-1993, SEC.91.)

IC 25-8-14-5 Violations; unlicensed acts; offense

Sec. 5. A person who:

(1) violates any provision of this article; or

(2) performs any act authorized by a license issued under this article without possessing a valid license to do so;

commits a Class C infraction.

As added by P.L.257-1987, SEC.13. Amended by P.L.239-1995, SEC.6.

IC 25-8-14-6 Practice or attending school while diseased; offenses

Sec. 6. (a) A person who:

(1) is a cosmetologist, a manicurist, an electrologist, an esthetician, or an instructor; and

(2) knowingly performs any act authorized by a license issued under this article while the person has an infectious, a contagious, or a communicable disease that has been epidemiologically demonstrated to be transmitted through casual contact;

commits a Class C infraction.

(b) A person who knowingly attends a cosmetology school as a student while the person has an infectious, a contagious, or a communicable disease that has been epidemiologically demonstrated to be transmitted through casual contact commits a Class C infraction.

As added by P.L.257-1987, SEC.13. Amended by P.L.184-1991, SEC.41; P.L.214-1993, SEC.41.

INDIANA CODE § 25-8-15

Chapter 15. Continuing Education

IC 25-8-15-1 Requirements

Sec. 1. (a) Except as provided in section 9 of this chapter and in IC 25-8-16, a cosmetology professional shall complete sixteen (16) hours of continuing education before the end of each license renewal period that begins after August 1, 1996.

(b) A person who holds more than one (1) license under this article does not have to complete more continuing education hours than are required for one (1) license.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-2 Approval of courses; application requirements

Sec. 2. (a) An educational institution, organization, or individual that wants to offer continuing education courses must apply to the board for approval of each course.

(b) The application must include the following information:

(1) The names and qualifications of the faculty for each course.

(2) The applicant's experience with presenting continuing education courses.

(3) Course outlines for the subjects to be offered.

(4) A tentative schedule of classes.

(5) The fee to be charged for each course.

(6) Any other information requested by the board.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-3 Fees

Sec. 3. The board may adopt rules for continuing education course fees.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-4 Approval of courses; criteria

Sec. 4. (a) The board may approve only a continuing education course that meets at least one (1) of the following criteria:

- (1) Enhances the professional competency of cosmetology professionals.
- (2) Protects the public by providing health education, including education concerning acquired immune deficiency syndrome (AIDS) and the handling of chemicals.
- (3) Educates cosmetology professionals in the application of the laws and rules regulating the field of cosmetology.

(b) The board may approve a continuing education course that satisfies the requirements of this section.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-5 Retention of attendance records

Sec. 5. (a) For each continuing education course completed, the cosmetology professional shall retain for five (5) years a record of:

- (1) the number of hours spent in the continuing education course;
- (2) the subject matter presented;
- (3) the name of the sponsoring approved cosmetology educator; and
- (4) verification of attendance.

(b) When requested by the board, a cosmetology professional shall provide the board with a copy of each certificate of completion obtained under section 6 of this chapter for the previous five (5) years.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-6 Certificate of completion

Sec. 6. For each continuing education course presented, an approved cosmetology educator shall provide each cosmetology professional who completed the course with a certificate of completion.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-7 Suspension and revocation of approval; hearing

Sec. 7. (a) The board may suspend or revoke the approval of an approved cosmetology educator who fails to comply with the requirements of this chapter.

(b) The board shall conduct a hearing to suspend or revoke an approval under this section.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-8 Renewal of license; proof of compliance

Sec. 8. (a) Except as provided in section 9 of this chapter, the board may not renew the license of a cosmetology professional who fails to comply with the continuing education requirements of this chapter.

(b) If a cosmetology professional fails to provide the board with proof of compliance with the continuing education requirements of this chapter, the board shall notify the cosmetology professional in writing that the application for renewal is incomplete. The board may not renew the license until the board receives satisfactory proof of completion of the applicable continuing education requirements.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-9 Application for waiver or modification of requirements; approval

Sec. 9. (a) A cosmetology professional may apply in writing to the board for a waiver or modification of the continuing education requirements if the cosmetology professional:

- (1) establishes that an emergency existed during the period for which the continuing education was required;
- (2) has had an incapacitating illness verified by the applicant and a licensed physician;
- (3) is licensed in another state that requires at least sixteen (16) hours of continuing education, and the cosmetology professional submits written verification to the board of compliance with the requirements of the other state; or
- (4) was prevented from completing the continuing education requirement because of active military duty during the period for which the continuing education was required.

(b) A waiver granted by the board for an emergency, an illness, or military service of less than one (1) year shall state that the continuing education requirement is cumulative and that the required education must be completed and satisfactory proof of completion must be filed with the board before the license may be renewed. All other waivers must contain a continuing education requirement as determined by the board on a waiver by waiver basis and must state that the required education must be completed and satisfactory proof of completion of the required education must be filed with the board before the license may be renewed.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-10 Board attendance at courses; request for information and materials

Sec. 10. (a) A member of the board or a representative of the board may attend or monitor a continuing education course.

(b) An approved cosmetology educator shall provide the board with course information or materials requested by the board.

As added by P.L.239-1995, SEC.7.

IC 25-8-15-11 Rulemaking

Sec. 11. The board may adopt rules under IC 4-22-2 necessary to implement this chapter.

As added by P.L.239-1995, SEC.7.

INDIANA CODE § 25-8-15.4

Chapter 15.4. Tanning Facilities

IC 25-8-15.4-1 Application of chapter

Sec. 1. This chapter does not apply to a medical treatment facility that uses ultraviolet radiation in the treatment of disease.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-2 "Committee" defined

Sec. 2. As used in this chapter, "committee" refers to the tanning facility committee that may be established under section 21 of this chapter.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-3 "Tanning device" defined

Sec. 3. As used in this chapter, "tanning device" means equipment that meets the following conditions:

- (1) Emits ultraviolet radiation with wavelengths in the air between two hundred (200) and four hundred (400) nanometers.
- (2) Is used for tanning human skin.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-4 "Tanning facility" defined

Sec. 4. As used in this chapter, "tanning facility" means a facility that provides persons with access to a tanning device.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-5 Necessity for license

Sec. 5. A person may not operate a tanning facility and charge a fee for the use of tanning devices unless the person has a license to operate the tanning facility issued by the board under this chapter.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-6 License requirements

Sec. 6. To obtain a license to operate a tanning facility, a person must do the following:

(1) Submit an application to the board on a form prescribed by the board.

(2) Pay a fee established by the board under IC 25-1-8-2.

As added by P.L.142-1995, SEC.31. As amended by P.L. 164-2005, SEC. 51

IC 25-8-15.4-7 Contents of license application

Sec. 7. The form described under section 6(1) of this chapter must contain the following information:

(1) The name and location of the tanning facility.

(2) The name of the person that owns the tanning facility.

(3) Any other information required by the board.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-8 Separate licenses; transfer of license to new location

Sec. 8. (a) A person must obtain a separate license for each tanning facility the person operates.

(b) If a person:

(1) has obtained a license to operate a tanning facility issued under this chapter; and

(2) changes the location of the tanning facility;

the board may transfer the license to the tanning facility at the new location.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-9 Expiration and renewal of licenses

Sec. 9. (a) A license issued under this chapter expires July 1 following the July 1 following the date the license is issued.

(b) The board shall renew a license issued under this chapter if the person that operates the facility does the following:

(1) Submits a renewal application to the board on a form prescribed by the board before the license expires.

(2) Has complied with this chapter and rules adopted under this chapter.

(3) Has allowed the board to inspect the tanning facility.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-10 Display of license

Sec. 10. A person holding a tanning facility license issued under this chapter shall display the license in a manner that is clearly visible to a person entering the tanning facility.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-11 Written statement

Sec. 11. Before a person uses a tanning device in a tanning facility, the operator, owner, or employee of the operator or owner of the tanning facility shall require the person to read and sign a written statement approved by the board that contains the following information:

(1) A person who uses a tanning device in this tanning facility must use protective eyewear.

(2) If the provided eye protection is not worn, use of a tanning device in this tanning facility may cause damage to the eyes.

(3) Overexposure to the ultraviolet radiation produced by a tanning device in this tanning facility may cause burns.

(4) Exposure to the ultraviolet radiation produced by the tanning devices in this tanning facility may cause premature aging of the skin and skin cancer.

(5) Abnormal skin sensitivity to ultraviolet radiation or burning may be caused by certain foods, cosmetics, or medication, including the following:

(A) Tranquilizers.

(B) Diuretics.

(C) Antibiotics.

(D) High blood pressure medication.

(E) Birth control medication.

(F) Other photosensitizing agents as determined under rules adopted by the board.

(6) A person who is taking a prescription drug or an over-the-counter drug should consult a physician or pharmacist before using a tanning device.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-12 Display of sign

Sec. 12. An operator of a tanning facility shall display a sign approved by the board in a manner that is clearly visible to a person using the tanning devices in the tanning facility.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-13 Denial of risks

Sec. 13. An owner, operator, or employee of a tanning facility may not profess that using a tanning device is free from risk.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-14 Duties of operator

Sec. 14. The operator of a tanning facility shall do the following:

(1) Have an employee present in the tanning facility during business hours who, as determined under rules adopted by the board, is knowledgeable in the correct operation of the tanning devices in the tanning facility and is able to assist persons in the proper use of the tanning devices.

(2) Provide each person using a tanning device with properly sanitized eyewear that protects the eyes from ultraviolet radiation and allows adequate vision.

(3) Provide instructions to each person using a tanning device on how to maintain proper exposure distance as recommended by the manufacturer of the tanning device.

(4) Limit each person using a tanning device to the maximum exposure time:

(A) established under rules of the board; or

(B) if the board has not adopted rules concerning exposure time for the tanning device, recommended by the manufacturer of the tanning device.

(5) Not allow the temperature of a tanning facility to exceed one hundred (100) degrees Fahrenheit at any time.

(6) Provide and maintain:

(A) the tanning facility; and

(B) tanning devices in the tanning facility;

in a manner that meets sanitation and safety rules adopted by the board.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-15 Presence of parent or guardian

Sec. 15. A person who is less than sixteen (16) years of age must be accompanied by a parent or guardian when using a tanning device in a tanning facility.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-16 Signature of parent or guardian on written statement

Sec. 16. A person who is less than eighteen (18) years of age may not use a tanning device in a tanning facility unless the parent or guardian of the person has also signed the written statement under section 11 of this chapter in the presence of the operator of the tanning facility.
As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-17 Protective eyewear

Sec. 17. A person who uses a tanning device in a tanning facility must use protective eyewear.
As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-18 Reports to board

Sec. 18. (a) The operator of a tanning facility must report to the board each known:

- (1) injury; or
- (2) complaint of an injury;

that results from the use of a tanning device in the tanning facility.

(b) The operator must do the following:

- (1) Telephone a report under subsection (a) to the board not more than forty-eight (48) hours after the injury or complaint of an injury occurs.
- (2) File a written report under subsection (a) with the board on a form provided by the board not later than seven (7) days after the injury or complaint of an injury occurs.

(c) The board shall send a copy of the report filed under subsection (b)(2) to the following:

- (1) The injured person or complaining person.
- (2) The federal Food and Drug Administration.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-19 Inspections

Sec. 19. An authorized representative of the board may inspect each tanning facility to determine compliance with this chapter and rules adopted under this chapter at any time during normal business hours of a tanning facility.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-20 Denial, suspension, or revocation of license

Sec. 20. The board may deny, suspend, or revoke a license issued under this chapter if the person holding or requesting the license violates this chapter or a rule adopted under this chapter.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-21 Tanning facility committee; members; appointment

Sec. 21. (a) The board may establish the tanning facility committee.

(b) If the board establishes the committee under subsection (a), the committee consists of five (5) members appointed by the president of the board for terms of two (2) years. The committee must include the following:

- (1) One (1) member of the board.
- (2) One (1) owner of a licensed tanning facility who is licensed as a cosmetologist under IC 25-8-4.
- (3) One (1) owner of a licensed tanning facility who does not hold any other license under this article.
- (4) One (1) physician or other licensed health care provider who works in the area of dermatology.
- (5) One (1) individual who is not associated with a tanning facility or a profession licensed under this article other than as a consumer.

(c) If the board establishes the committee under this section, the president of the board shall appoint one (1) of the committee members to

serve as chairman of the committee.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-22 Committee; removal of member

Sec. 22. A member of the committee may be removed by the board without cause.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-23 Rules

Sec. 23. (a) The committee may propose rules to the board concerning the following:

- (1) The operation of tanning devices.
- (2) The implementation of this chapter.

(b) The board may adopt rules under IC 4-22-2 that are recommended by the committee.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-24 Schedule of civil penalties; order of compliance; imposition of civil penalty

Sec. 24. (a) In addition to the other remedies provided in this chapter, the board shall adopt a schedule of civil penalties that may be levied to enforce the provisions of the following:

- (1) This chapter.
- (2) The rules adopted under this chapter by the board.

(b) A penalty included in the schedule of civil penalties adopted under subsection (a) may not exceed one thousand dollars (\$1,000) for each violation per day.

(c) The board may issue an order of compliance, impose a civil penalty included in the schedule of civil penalties adopted under subsection (a), or both, against a person who does any of the following:

- (1) Fails to comply with this chapter or a rule adopted under this chapter.
- (2) Interferes with or obstructs the board or the board's authorized representative in the performance of duties under this chapter.

(d) An order of compliance may be issued under IC 4-21.5-3-6, IC 4-21.5-3-8, or IC 4-21.5-4. A civil penalty may be imposed only in a proceeding under IC 4-21.5-3-8.

(e) A proceeding commenced to impose a civil penalty may be consolidated with any other proceeding commenced to enforce this chapter or a rule adopted under this chapter.

As added by P.L.142-1995, SEC.31.

IC 25-8-15.4-25 Violations; offenses

Sec. 25. (a) Except as otherwise provided, a person who recklessly violates or fails to comply with this chapter commits a Class C misdemeanor.

(b) Each day a violation continues constitutes a separate offense.

As added by P.L.142-1995, SEC.31.

INDIANA CODE § 25-8-16

Chapter 16. Inactive Licenses

IC 25-8-16-1 Notification to board

Sec. 1. A cosmetology professional who intends to become inactive must notify the board in writing that the cosmetology professional will not maintain a cosmetology salon or practice in Indiana. The board shall then classify the cosmetology professional's license as inactive.

As added by P.L.239-1995, SEC.8.

IC 25-8-16-2 Prohibited acts; continuing education; fees

Sec. 2. An individual with an inactive license:

- (1) may not perform an act that requires a cosmetology professional license listed under IC 25-8-2-5.5;
- (2) is not required to fulfill the continuing education requirements under IC 25-8-15; and
- (3) is required to pay any fees that a licensee is required to pay.

As added by P.L.239-1995, SEC.8.

IC 25-8-16-3 Application for restoration of license

Sec. 3. If an inactive cosmetology professional intends to apply for reinstatement of the professional's license, the cosmetology professional shall notify the board of that intent. The board may reinstate the cosmetology professional's license upon notification and receipt of:

- (1) an application; and
- (2) evidence of completion during the preceding four (4) years of at least sixteen (16) hours of continuing education in a continuing education course approved by the board under IC 25-8-15.

As added by P.L.239-1995, SEC.8. As amended by P.L. 194-2005, SEC. 52.

IC 25-8-16-4 Rulemaking

Sec. 4. The board may adopt rules under IC 4-22-2 necessary to implement this chapter.

As added by P.L.239-1995, SEC.8.

INDIANA CODE § 25-1-1

Chapter 1. Evidence of License Applicant's Payment of Personal Property Taxes Required

IC 25-1-1-1 Issuance of license; evidence of payment of personal property tax

Sec. 1. It is unlawful for any board, officer, or person to issue any license, as defined in section 2 of this chapter, to any person who is a resident of this state, unless the applicant, at the time he applies for such license, submits, in addition to all other requirements prescribed by law, a receipt or other evidence showing that he has paid all his personal property taxes in full. "Other evidence" in the case of all licenses issued by the bureau of motor vehicles means a statement signed by the treasurer of the county in which the applicant is a resident that the applicant has paid all personal taxes assessed against him, including all delinquent personal property tax; or, if the applicant owns no personal property subject to taxation, a signed statement from the assessor of the county in which the applicant resides certifying that he has made an affidavit to the effect that he owes no delinquent personal property tax in any county in Indiana.

(Formerly: Acts 1931, c.124, s.1; Acts 1941, c.61, s.1; Acts 1943, c.124, s.1; Acts 1953, c.208, s.1.) As amended by Acts 1978, P.L.2, SEC.2501.

IC 25-1-1-2 License defined

Sec. 2. The term "license" as used in this chapter shall be construed to mean and include motor vehicle registration licenses, certificates of title showing the ownership of any motor vehicle, except those classed as passenger vehicles.

(Formerly: Acts 1931, c.124, s.2; Acts 1972, P.L.183, SEC.1.)

IC 25-1-1-3 Repealed

(Repealed by Acts 1978, P.L.2, SEC.2570.)

IC 25-1-1-4 Repealed

(Repealed by Acts 1978, P.L.2, SEC.2570.)

INDIANA CODE § 25-1-1.1

Chapter 1.1. Effect of Criminal Convictions on Licensed or Registered Persons

IC 25-1-1.1-1 Denial, revocation, or suspension of license or certificate of registration; conviction of crime

Sec. 1. Except as provided under sections 2 through 3 of this chapter, a license or certificate of registration that an individual is required by law to hold to engage in a business, profession, or occupation may not be denied, revoked, or suspended because the applicant or holder has been convicted of an offense. The acts from which the applicant's or holder's conviction resulted may, however, be considered as to whether the applicant or holder should be entrusted to serve the public in a specific capacity.

(Formerly: Acts 1973, P.L.249, SEC.1.) As amended by Acts 1978, P.L.2, SEC.2502; P.L.67-1990, SEC.6.

IC 25-1-1.1-2 Suspension or revocation of license or certificate; conviction for drug related offense

Sec. 2. A board, a commission, or a committee may suspend or revoke a license or certificate issued under this title by the board, the commission, or the committee if the individual who holds the license or certificate is convicted of any of the following:

- (1) Possession of cocaine, a narcotic drug, or methamphetamine under IC 35-48-4-6.
- (2) Possession of a controlled substance under IC 35-48-4-7(a).
- (3) Fraudulently obtaining a controlled substance under IC 35-48-4-7(b).
- (4) Manufacture of paraphernalia as a Class D felony under IC 35-48-4-8.1(b).
- (5) Dealing in paraphernalia as a Class D felony under IC 35-48-4-8.5(b).
- (6) Possession of paraphernalia as a Class D felony under IC 35-48-4-8.3(b).
- (7) Possession of marijuana, hash oil, or hashish as a Class D felony under IC 35-48-4-11.
- (8) Maintaining a common nuisance under IC 35-48-4-13.
- (9) An offense relating to registration, labeling, and prescription forms under IC 35-48-4-14.
- (10) Conspiracy under IC 35-41-5-2 to commit an offense listed in subdivisions (1) through (9).
- (11) Attempt under IC 35-41-5-1 to commit an offense listed in subdivisions (1) through (9).
- (12) An offense in any other jurisdiction in which the elements of the offense for which the conviction was entered are substantially similar to the elements of an offense described under subdivisions (1) through (11).

As added by P.L.67-1990, SEC.7. Amended by P.L.1-1991, SEC.162; P.L.17-2001, SEC.5.

IC 25-1-1.1-3 Suspension or revocation of license or certificate; conviction for additional drug related offenses

Sec. 3. A board, a commission, or a committee shall revoke or suspend a license or certificate issued under this title by the board, the commission, or the committee if the individual who holds the license or certificate is convicted of any of the following:

- (1) Dealing in or manufacturing cocaine, a narcotic drug, or methamphetamine under IC 35-48-4-1.
- (2) Dealing in a schedule I, II, or III controlled substance under IC 35-48-4-2.
- (3) Dealing in a schedule IV controlled substance under IC 35-48-4-3.
- (4) Dealing in a schedule V controlled substance under IC 35-48-4-4.

- (5) Dealing in a substance represented to be a controlled substance under IC 35-48-4-4.5.
- (6) Knowingly or intentionally manufacturing, advertising, distributing, or possessing with intent to manufacture, advertise, or distribute a substance represented to be a controlled substance under IC 35-48-4-4.6.
- (7) Dealing in a counterfeit substance under IC 35-48-4-5.
- (8) Dealing in marijuana, hash oil, or hashish under IC 35-48-4-10(b).
- (9) Conspiracy under IC 35-41-5-2 to commit an offense listed in subdivisions (1) through (8).
- (10) Attempt under IC 35-41-5-1 to commit an offense listed in subdivisions (1) through (8).
- (11) An offense in any other jurisdiction in which the elements of the offense for which the conviction was entered are substantially similar to the elements of an offense described under subdivisions (1) through (10).
- (12) A violation of any federal or state drug law or rule related to wholesale legend drug distributors licensed under IC 25-26-14.

As added by P.L. 67-1990, SEC. 8. Amended by P.L. 182-1991, SEC. 1; P.L. 17-2001, SEC. 6; P.L. 1-2002, SEC. 94.

INDIANA CODE § 25-1-1.2

Chapter 1.2. Effect of Delinquency in Child Support Payments on Licensed or Registered Persons

IC 25-1-1.2-1 "Applicant" defined

Sec. 1. As used in this chapter, "applicant" means a person who applies for:

- (1) an unlimited license, certificate, registration, or permit;
- (2) a limited or probationary license, certificate, registration, or permit;
- (3) a temporary license, certificate, registration, or permit; or
- (4) an intern permit;

issued by a board regulating a profession or an occupation.

As added by P.L. 133-1995, SEC. 19.

IC 25-1-1.2-2 "Board" defined

Sec. 2. As used in this chapter, "board" means an entity that regulates occupations or professions under this title and the department of education established by IC 20-19-3-1.

As added by P.L. 133-1995, SEC. 19. Amended by P.L. 1-2005, SEC. 191; P.L. 246-2005, SEC. 210.

IC 25-1-1.2-3 "Bureau" defined

Sec. 3. As used in this chapter, "bureau" means the child support bureau established by IC 12-17-2-5.

As added by P.L. 133-1995, SEC. 19.

IC 25-1-1.2-4 "Delinquent" defined

Sec. 4. As used in this chapter, "delinquent" means at least:

- (1) two thousand dollars (\$2,000); or
- (2) three (3) months;

past due on payment of court ordered child support.

As added by P.L. 133-1995, SEC. 19. Amended by P.L. 23-1996, SEC. 18.

IC 25-1-1.2-5 "License" defined

Sec. 5. As used in this chapter, "license" has the meaning set forth in IC 25-1-2-6.

As added by P.L. 133-1995, SEC. 19.

IC 25-1-1.2-6 "Practitioner" defined

Sec. 6. As used in this chapter, "practitioner" means a person that holds:

- (1) an unlimited license, certificate, registration, or permit;
- (2) a limited or probationary license, certificate, registration, or permit;
- (3) a temporary license, certificate, registration, or permit; or
- (4) an intern permit;

issued by a board regulating a profession or an occupation.

As added by P.L. 133-1995, SEC. 19.

IC 25-1-1.2-7 Order for suspension or denial of license; notice to practitioner; contents; reinstatement

Sec. 7. (a) Upon receiving an order of a court issued under IC 31-14-12-5 or IC 31-16-12-8 (or IC 31-1-11.5-13(k) or IC 31-6-6.1-16(k) before their repeal), the board shall:

- (1) suspend the license of the practitioner; or
- (2) deny the application of the applicant;

who is the subject of the order.

(b) Upon receiving an order of a court issued under IC 31-14-12-5 or IC 31-16-12-8 (or IC 31-1-11.5-13(k) or IC 31-6-6.1-16(k) before their repeal), the board shall promptly mail a notice to the last known address of the person who is the subject of the order, stating the following:

- (1) That the practitioner's license has been suspended, beginning five (5) business days after the date the notice is mailed, and that the suspension will terminate ten (10) business days after the board receives an order allowing reinstatement from the court that issued the suspension order.
- (2) That the practitioner has the right to petition for reinstatement of the practitioner's license to the court that issued the order for suspension.

(c) The board may not reinstate a license suspended under this section until the board receives an order allowing reinstatement from the court that issued the order for suspension.

As added by P.L. 133-1995, SEC. 19. Amended by P.L. 23-1996, SEC. 19; P.L. 1-1997, SEC. 109.

IC 25-1-1.2-8 Notice of delinquency; contents; delinquency finding; probationary status; suspension; reinstatement

Sec. 8. (a) The board shall, upon receiving an order from the bureau under IC 12-17-2-34(e), send a notice to the practitioner identified by the bureau that includes the following:

- (1) Specifies that the practitioner is delinquent and is subject to an order placing the practitioner on probationary status.
- (2) Describes the amount of child support that the practitioner is in arrears.
- (3) Explains that unless the practitioner contacts the bureau and:
 - (A) pays the practitioner's child support arrearage in full;
 - (B) requests the activation of an income withholding order under IC 31-16-15-2 and establishes a payment plan with the bureau to pay the arrearage; or
 - (C) requests a hearing under IC 12-17-2-35;

within twenty (20) days after the date the notice is mailed, the board shall place the practitioner on probationary status.

(4) Explains that the practitioner may contest the bureau's determination that the practitioner is delinquent and subject to an order placing the practitioner on probationary status by making written application to the bureau within twenty (20) days after the date the notice is mailed.

(5) Explains that the only basis for contesting the bureau's determination that the practitioner is delinquent and subject to an order placing the practitioner on probationary status is a mistake of fact.

(6) Explains the procedures to:

- (A) pay the practitioner's child support arrearage in full;
- (B) establish a payment plan with the bureau to pay the arrearage;
- (C) request the activation of an income withholding order under IC 31-16-15-2; and
- (D) request a hearing under IC 12-17-2-35.

(7) Explains that the probation will terminate ten (10) business days after the board receives a notice from the bureau that the practitioner has:

- (A) paid the practitioner's child support arrearage in full; or
- (B) established a payment plan with the bureau to pay the arrearage and requested the activation of an income withholding order under IC 31-16-15-2.

(b) If the board is advised by the bureau that the practitioner either requested a hearing and failed to appear or appeared and was found to be delinquent, the board shall promptly mail a notice to the practitioner who is the subject of the order stating the following:

(1) That the practitioner's license has been placed on probationary status, beginning five (5) business days after the date the notice is mailed, and that the probation will terminate ten (10) business days after the board receives a notice from the bureau that the person has:

- (A) paid the person's child support arrearage in full; or
- (B) established a payment plan with the bureau to pay the arrearage and requested the activation of an income withholding order under IC 31-16-15-2.

(2) That if the board is advised by the bureau that the practitioner whose license has been placed on probationary status has failed to:

- (A) pay the person's child support arrearage in full; or
- (B) establish a payment plan with the bureau to pay the arrearage and request the activation of an income withholding order under IC 31-16-15-2;

within twenty (20) days after the date the notice is mailed, the board shall suspend the practitioner's license.

(c) If the board is advised by the bureau that the practitioner whose license has been placed on probationary status has failed to:

- (1) pay the person's child support arrearage in full; or
- (2) establish a payment plan with the bureau to pay the arrearage and request the activation of an income withholding order under IC 31-16-15-2;

within twenty (20) days after the date the notice is mailed, the board shall suspend the practitioner's license.

(d) The board may not reinstate a license or permit placed on probation or suspended under this section until the board receives a notice from the bureau that the person has:

- (1) paid the person's child support arrearage in full; or
- (2) established a payment plan with the bureau to pay the arrearage and requested the activation of an income withholding order under IC 31-16-15-2.

As added by P.L.133-1995, SEC.19. Amended by P.L.23-1996, SEC.20; P.L.1-1997, SEC.110.

IC 25-1-1.2-9 Repealed

(Repealed by P.L.23-1996, SEC.33.)

IC 25-1-1.2-10 Repealed

(Repealed by P.L.23-1996, SEC.33.)

INDIANA CODE § 25-1-2

Chapter 2. Renewal of Licenses Granted by State Agencies. Notice of Expiration

IC 25-1-2-1 Declaration of intent

Sec. 1. It is the declared intent of the general assembly by the enactment of this law to require those agencies which are authorized to issue the licenses designated in section 2.1 of this chapter, in the interests of efficiency and economy in the administration of government, to issue such designated permits, licenses, certificates of registration, and other evidences of compliance with statute or regulation, and renewals thereof, for periods of two (2) years duration rather than upon an annual basis, and at the time of issuance or reissuance, or at the time designated by law for the collection of fees therefore, to require the payment of such fees for a period of two (2) years rather than for one (1) year.

(Formerly: Acts 1961, c.79, s.1.) As amended by P.L.1-1990, SEC.246.

IC 25-1-2-2 Repealed

(Repealed by P.L.1-1990, SEC.247.)

IC 25-1-2-2.1 Two year or longer period for certain licenses

Sec. 2.1. Rather than being issued annually, the following permits, licenses, certificates of registration, or evidences of authority granted by a state agency must be issued for a period of two (2) years or for the period specified in the article under which the permit, license, certificate of registration, or evidence of authority is issued if the period specified in the article is longer than two (2) years:

- (1) Certified public accountants, public accountants, and accounting practitioners.
- (2) Architects and landscape architects.
- (3) Dry cleaners.
- (4) Professional engineers.
- (5) Land surveyors.
- (6) Real estate brokers.
- (7) Real estate agents.
- (8) Security dealers' licenses issued by the securities commissioner.
- (9) Dental hygienists.
- (10) Dentists.
- (11) Veterinarians.
- (12) Physicians.
- (13) Chiropractors.
- (14) Physical therapists.
- (15) Optometrists.
- (16) Pharmacists and assistants, drugstores or pharmacies.
- (17) Motels and mobile home community licenses.
- (18) Nurses.
- (19) Podiatrists.
- (20) Occupational therapists and occupational therapy assistants.
- (21) Respiratory care practitioners.
- (22) Social workers, marriage and family therapists, and mental health counselors.
- (23) Real estate appraiser licenses and certificates issued by the real estate appraiser licensure and certification board.
- (24) Wholesale legend drug distributors.
- (25) Physician assistants.
- (26) Dietitians.
- (27) Hypnotists.
- (28) Athlete agents.
- (29) Manufactured home installers.
- (30) Home inspectors.

As added by P.L.1-1990, SEC.248. Amended by P.L.186-1990, SEC.1; P.L.183-1991, SEC.1; P.L.182-1991, SEC.2; P.L.25-1992, SEC.26; P.L.227-1993, SEC.2; P.L.124-1994, SEC.1; P.L.234-1995, SEC.1; P.L.175-1997, SEC.2; P.L.147-1997, SEC.5; P.L.84-1998, SEC.1; P.L.54-2001, SEC.3; P.L.162-2002, SEC.1; P.L.145-2003, SEC.1; P.L.87-2005, SEC.31.

IC 25-1-2-3 Authorization to issue and reissue two year licenses

Sec. 3. Effective October 1, 1961, such licensing agencies as are authorized to issue any of the foregoing shall issue and reissue such licenses and collect the fees for the same on the basis of two (2) years and the dates by month and day which govern the issuance or reissuance of licenses for one (1) year shall govern the issuance or reissuance of licenses for two (2) years; provided, that entire fees for a two (2) year period shall be payable before issuance thereof on the day and month designated for payment of fees for one (1) year licenses. (Formerly: Acts 1961, c.79, s.3.) As amended by Acts 1982, P.L. 154, SEC.1.

IC 25-1-2-4 Rebates and proration of fees

Sec. 4. Rebates and proration of fees for fractions of a biennium shall be allowed only with respect to the second year of such license if claim be made therefore before the expiration of the first year for which the license was issued.

(Formerly: Acts 1961, c.79, s.4.)

IC 25-1-2-5 Rules and regulations

Sec. 5. Notice shall be given and forms prepared by such licensing agencies as necessary to execute the provisions of this chapter and in order to expedite and effectuate the conversion from one (1) year licensing periods to those of two (2) years, such licensing agencies may adopt and promulgate such rules and regulations they may deem necessary in the manner prescribed by law.

(Formerly: Acts 1961, c.79, s.5.) As amended by Acts 1982, P.L. 154, SEC.2.

IC 25-1-2-6 Definitions; application of section; notice to licensee of need to renew

Sec. 6. (a) As used in this section, "license" includes all occupational and professional licenses, registrations, permits, and certificates issued under the Indiana Code, and "licensee" includes all occupational and professional licensees, registrants, permittees, and certificate holders regulated under the Indiana Code.

(b) This section applies to the following entities that regulate occupations or professions under the Indiana Code:

- (1) Indiana board of accountancy.
- (2) Indiana grain buyers and warehouse licensing agency.
- (3) Indiana auctioneer commission.
- (4) Board of registration for architects and landscape architects.
- (5) State board of barber examiners.
- (6) State board of cosmetology examiners.
- (7) Medical licensing board of Indiana.
- (8) Secretary of state.
- (9) State board of dentistry.
- (10) State board of funeral and cemetery service.
- (11) Worker's compensation board of Indiana.
- (12) Indiana state board of health facility administrators.
- (13) Committee of hearing aid dealer examiners.
- (14) Indiana state board of nursing.
- (15) Indiana optometry board.
- (16) Indiana board of pharmacy.
- (17) Indiana plumbing commission.
- (18) Board of podiatric medicine.
- (19) Private detectives licensing board.
- (20) State board of registration for professional engineers.
- (21) Board of environmental health specialists.
- (22) State psychology board.
- (23) Indiana real estate commission.
- (24) Speech-language pathology and audiology board.
- (25) Department of natural resources.
- (26) State boxing commission.

(27) Board of chiropractic examiners.

(28) Mining board.

(29) Indiana board of veterinary medical examiners.

(30) State department of health.

(31) Indiana physical therapy committee.

(32) Respiratory care committee.

(33) Occupational therapy committee.

(34) Social worker, marriage and family therapist, and mental health counselor board.

(35) Real estate appraiser licensure and certification board.

(36) State board of registration for land surveyors.

(37) Physician assistant committee.

(38) Indiana dietitians certification board.

(39) Indiana hypnotist committee.

(40) Attorney general (only for the regulation of athlete agents).

(41) Manufactured home installer licensing board.

(42) Home inspectors licensing board.

(43) Any other occupational or professional agency created after June 30, 1981.

(c) Notwithstanding any other law, the entities included in subsection (b) shall send a notice of the upcoming expiration of a license to each licensee at least sixty (60) days prior to the expiration of the license. The notice must inform the licensee of the need to renew and the requirement of payment of the renewal fee. If this notice of expiration is not sent by the entity, the licensee is not subject to a sanction for failure to renew if, once notice is received from the entity, the license is renewed within forty-five (45) days of the receipt of the notice.

As added by Acts 1981, P.L.221, SEC.1. Amended by P.L. 137-1985, SEC.5; P.L.246-1985, SEC.13; P.L.169-1985, SEC.22; P.L.149-1987, SEC.17; P.L.5-1988, SEC.132; P.L.28-1988, SEC.73; P.L.242-1989, SEC.4; P.L.234-1989, SEC.1; P.L.238-1989, SEC.4; P.L.186-1990, SEC.2; P.L.183-1991, SEC.2; P.L.23-1991, SEC.7; P.L.48-1991, SEC.12; P.L.2-1992, SEC.765; P.L.227-1993, SEC.3; P.L.33-1993, SEC.9; P.L.124-1994, SEC.2; P.L.175-1997, SEC.3; P.L.125-1997, SEC.17; P.L.147-1997, SEC.6; P.L.253-1997(ss), SEC.22; P.L.24-1999, SEC.2; P.L.82-2000, SEC.2; P.L.54-2001, SEC.4; P.L.162-2002, SEC.2; P.L.145-2003, SEC.2.

IC 25-1-2-7 Application of IC 25-1-2-6

Sec. 7. Section 6 of this chapter applies to the mining board (IC 22-10-1.5-2).

As added by P.L.37-1985, SEC.56.

IC 25-1-2-8 Application of chapter; fees

Sec. 8. This chapter applies to the imposition and collection of fees under the following:

IC 14-24-10

IC 16-19-5-2

IC 25-30-1-17

IC 33-42-2-1.

As added by P.L.5-1988, SEC.133. Amended by P.L.2-1993, SEC.135; P.L.1-1995, SEC.69; P.L.98-2004, SEC.98.

IC 25-1-2-9 Repealed

(Repealed by P.L. 194-2005, SEC. 87.)

INDIANA CODE § 25-1-3**Chapter 3. Civil Immunity of Regulatory Agencies****IC 25-1-3-1 Definitions**

Sec. 1. (a) As used in this chapter, the term "regulatory board" means any state board, commission, or state agency which licenses persons in

order to regulate the practice of a particular profession or professions.

(b) As used in this chapter, the term "board members" means members of a regulatory board.

(c) As used in this chapter, the term "secretary" means the executive secretary or other person charged with the administration of the affairs of a regulatory board.

(Formerly: Acts 1975, P.L.268, SEC.1.)

IC 25-1-3-2 Extent of immunity from civil liability

Sec. 2. The board members, the secretary, his staff, counsel, investigators and hearing officer of every regulatory board, except as provided in section 4 of this chapter, shall be immune from civil liability for damages for conduct within the scope and arising out of the performance of their duties. This section shall not be construed to include civil actions for damages not directly related to the investigative process and shall apply only to the process for the finding of fact of the regulatory board.

(Formerly: Acts 1975, P.L.268, SEC.1.)

IC 25-1-3-3 Immunity from civil liability; statements in course of investigatory hearing or review proceedings

Sec. 3. Any person shall be immune from civil liability for damages for any sworn or written statements, made without malice, and transmitted to the regulatory board, executive secretary, or his staff, or made in the course of investigatory, hearing or review proceedings.

(Formerly: Acts 1975, P.L.268, SEC.1.)

IC 25-1-3-4 Regulatory boards covered

Sec. 4. The provisions of this chapter extend to every regulatory board of the state except the disciplinary commission of the supreme court of Indiana which is protected under IC 1971, 33-2-3-1.

(Formerly: Acts 1975, P.L.268, SEC.1.)

INDIANA CODE § 25-1-4

Chapter 4. Continuing Education

IC 25-1-4-0.3 "Board" defined

Sec. 0.3. As used in section 3 of this chapter, "board" means any of the following:

- (1) Indiana board of veterinary medical examiners (IC 15-5-1.1).
- (2) Indiana athletic trainers board (IC 25-5.1-2-1).
- (3) Board of chiropractic examiners (IC 25-10-1).
- (4) State board of dentistry (IC 25-14-1).
- (5) Indiana dietitians certification board (IC 25-14.5-2-1).
- (6) Indiana state board of health facility administrators (IC 25-19-1).
- (7) Committee on hearing aid dealer examiners (IC 25-20-1-1.5).
- (8) Indiana hypnotist committee (IC 25-20.5-1-7).
- (9) Medical licensing board of Indiana (IC 25-22.5-2).
- (10) Indiana state board of nursing (IC 25-23-1).
- (11) Occupational therapy committee (IC 25-23.5).
- (12) Social worker, marriage and family therapist, and mental health counselor board (IC 25-23.6).
- (13) Indiana optometry board (IC 25-24).
- (14) Indiana board of pharmacy (IC 25-26).
- (15) Indiana physical therapy committee (IC 25-27-1).
- (16) Physician assistant committee (IC 25-27.5).
- (17) Board of podiatric medicine (IC 25-29-2-1).
- (18) Board of environmental health specialists (IC 25-32).
- (19) State psychology board (IC 25-33).
- (20) Respiratory care committee (IC 25-34.5).
- (21) Speech-language pathology and audiology board (IC 25-35.6-2).

As added by P.L.269-2001, SEC.2.

IC 25-1-4-0.6 "Practitioner" defined

Sec. 0.6. As used in section 3 of this chapter, "practitioner" means an individual who holds:

- (1) an unlimited license, certificate, or registration;
- (2) a limited or probationary license, certificate, or registration;
- (3) a temporary license, certificate, registration, or permit;
- (4) an intern permit; or
- (5) a provisional license;

issued by the board regulating the profession in question.

As added by P.L.269-2001, SEC.3.

IC 25-1-4-1 Requirement

Sec. 1. No board or agency regulating a profession or occupation under this title or under IC 15, IC 16, or IC 22 may require continuing education as a condition of certification, registration, or licensure unless so specifically authorized or mandated by statute.

As added by Acts 1981, P.L.222, SEC.1.

IC 25-1-4-2 Promotion

Sec. 2. A board or agency regulating a profession or occupation under this title or under IC 15, IC 16, or IC 22 may cooperate with members of the profession or occupation it regulates to promote continuing education within the profession or occupation.

As added by Acts 1981, P.L.222, SEC.1.

IC 25-1-4-3 Sworn statements of compliance; retention of copies of certificates of completion; audits

Sec. 3. (a) Notwithstanding any other law, a board that is specifically authorized or mandated to require continuing education as a condition to renew a registration, certification, or license must require a practitioner to comply with the following renewal requirements:

- (1) The practitioner shall provide the board with a sworn statement signed by the practitioner that the practitioner has fulfilled the continuing education requirements required by the board.
- (2) The practitioner shall retain copies of certificates of completion for continuing education courses for three (3) years from the end of the licensing period for which the continuing education applied. The practitioner shall provide the board with copies of the certificates of completion upon the board's request for a compliance audit.

(b) Every two (2) years the board shall randomly audit for compliance more than one percent (1%) but less than ten percent (10%) of the practitioners required to take continuing education courses.

As added by P.L.269-2001, SEC.4.

IC 25-1-4-3.2 Distance learning methods

Sec. 3.2. A board or agency regulating a profession or occupation under this title or under IC 15, IC 16, or IC 22 shall require that at least one-half (50%) of all continuing education requirements must be allowed by distance learning methods, except for doctors, nurses, chiropractors, optometrists and dentists.

As added by P.L.227-2001, SEC.1.

IC 25-1-4-4 Hardship waiver

Sec. 4. A board, a commission, a committee, or an agency regulating a profession or occupation under this title or under IC 15, IC 16, or IC 22 may grant an applicant a waiver from all or part of the continuing education requirement for a renewal period if the applicant was not able to fulfill the requirement due to a hardship that resulted from any of the following:

- (1) Service in the armed forces of the United States during a substantial part of the renewal period.
- (2) An incapacitating illness or injury.

(3) Other circumstances determined by the board or agency.
As added by P.L.88-2004, SEC.1.

INDIANA CODE § 25-1-6

Chapter 6. Professional Licensing Agency

IC 25-1-6-1 Legislative intent

Sec. 1. The centralization of staff, functions, and services contemplated by this chapter shall be done in such a way as to enhance the licensing agency's ability to:

- (1) make maximum use of data processing as a means of more efficient operation;
- (2) provide more services and carry out functions of superior quality; and
- (3) ultimately and significantly reduce the number of staff needed to provide these services and carry out these functions.

As added by Acts 1981, P.L.222, SEC.3. Amended by P.L.132-1984, SEC.2; P.L. 194-2005, SEC. 1.

IC 25-1-6-2 Definitions

Sec. 2. As used in this chapter:

"Board" means any agency, board, advisory committee, or group included in section 3 of this chapter.

"Licensing agency" means the Indiana professional licensing agency created by IC 25-1-5-3.

As added by Acts 1981, P.L.222, SEC.3. Amended by P.L.132-1984, SEC.3; P.L. 206-2005, SEC. 8.

IC 25-1-6-3 Indiana professional licensing agency; functions, duties, and responsibilities

Sec. 3. (a) The licensing agency shall perform all administrative functions, duties, and responsibilities assigned by law or rule to the executive director, secretary, or other statutory administrator of the following:

- (1) Indiana board of accountancy (IC 25-2.1-2-1).
- (2) Board of registration for architects and landscape architects (IC 25-4-1-2).
- (3) Indiana auctioneer commission (IC 25-6.1-2-1).
- (4) State board of barber examiners (IC 25-7-5-1).
- (5) State boxing commission (IC 25-9-1).
- (6) State board of cosmetology examiners (IC 25-8-3-1).
- (7) State board of funeral and cemetery service (IC 25-15-9).
- (8) State board of registration for professional engineers (IC 25-31-1-3).
- (9) Indiana plumbing commission (IC 25-28.5-1-3).
- (10) Indiana real estate commission (IC 25-34.1).
- (11) Real estate appraiser licensure and certification board (IC 25-34.1-8-1).
- (12) Private detectives licensing board (IC 25-30-1-5.1).
- (13) State board of registration for land surveyors (IC 25-21.5-2-1).
- (14) Manufactured home installer licensing board (IC 25-23.7).
- (15) Home inspectors licensing board (IC 25-20.2-3-1).

(b) Nothing in this chapter may be construed to give the licensing agency policy making authority, which remains with each board.

As added by Acts 1981, P.L.222, SEC.3. Amended by Acts 1982, P.L.113, SEC.10; P.L.132-1984, SEC.4; P.L.246-1985, SEC.14; P.L.257-1987, SEC.14; P.L.234-1989, SEC.2; P.L.186-1990, SEC.4; P.L.23-1991, SEC.8; P.L.48-1991, SEC.15; P.L.1-1992, SEC.129; P.L.30-1993, SEC.4; P.L.234-1995, SEC.2; P.L.82-2000, SEC.3; P.L.227-2001, SEC.3; P.L.162-2002, SEC.3; P.L.145-2003, SEC.3; P.L. 194-2005, SEC. 2; P.L. 206-2005, SEC. 9.

IC 25-1-6-4 Additional duties and functions; staff

Sec. 4. (a) The licensing agency shall employ necessary staff, including specialists and professionals, to carry out the administrative duties and functions of the boards, including but not limited to:

- (1) notice of board meetings and other communication services;
- (2) recordkeeping of board meetings, proceedings, and actions;
- (3) recordkeeping of all persons or individuals licensed, regulated, or certified by a board;
- (4) administration of examinations; and
- (5) administration of license or certificate issuance or renewal.

(b) In addition, the licensing agency:

- (1) shall prepare a consolidated statement of the budget requests of all the boards in section 3 of this chapter;
- (2) may coordinate licensing or certification renewal cycles, examination schedules, or other routine activities to efficiently utilize licensing agency staff, facilities, and transportation resources, and to improve accessibility of board functions to the public; and
- (3) may consolidate, where feasible, office space, recordkeeping, and data processing services.

(c) In administering the renewal of licenses or certificates under this chapter, the licensing agency shall issue a sixty (60) day notice of expiration to all holders of a license or certificate. The notice must inform the holder of a license or certificate of the requirements to:

- (1) renew the license or certificate; and
- (2) pay the renewal fee.

(d) If the licensing agency fails to send notice of expiration under subsection (c), the holder of the license or certificate is not subject to a sanction for failure to renew if the holder renews the license or certificate not more than forty-five (45) days after the holder receives the notice from the licensing agency.

(e) The licensing agency may require an applicant for a license or certificate renewal to submit evidence showing that the applicant:

- (1) meets the minimum requirements for licensure or certification; and
- (2) is not in violation of:
 - (A) the law regulating the applicant's profession; or
 - (B) rules adopted by the board regulating the applicant's profession.

(f) The licensing agency may delay renewing a license or certificate for not more than ninety (90) days after the renewal date to permit the board to investigate information received by the licensing agency that the applicant for renewal may have committed an act for which the applicant may be disciplined. If the licensing agency delays renewing a license or certificate, the licensing agency shall notify the applicant that the applicant is being investigated. Except as provided in subsection (g), the board shall do one (1) of the following before the expiration of the ninety (90) day period:

- (1) Deny renewal of the license or certificate following a personal appearance by the applicant before the board.
- (2) Renew the license or certificate upon satisfaction of all other requirements for renewal.
- (3) Renew the license and file a complaint under IC 25-1-7.
- (4) Request the office of the attorney general to conduct an investigation under subsection (h) if, following a personal appearance by the applicant before the board, the board has good cause to believe that the applicant engaged in activity described in IC 25-1-11-5.
- (5) Upon agreement of the applicant and the board and following a personal appearance by the applicant before the board, renew the license or certificate and place the applicant on probation status under IC 25-1-11-12.

(g) If an applicant fails to appear before the board under subsection (f), the board may take action as provided in subsection (f)(1), (f)(2), or (f)(3).

(h) If the board makes a request under subsection (f)(4), the office of the attorney general shall conduct an investigation. Upon completion of the investigation, the office of the attorney general may file a petition alleging that the applicant has engaged in activity described in IC 25-1-11-5. If the office of the attorney general files a petition, the board shall set the matter for a public hearing. If, after a public hearing, the board finds the applicant violated IC 25-1-11-5, the board may impose sanctions under IC 25-1-11-12. The board may delay renewing a license or certificate beyond ninety (90) days after the renewal date until a final determination is made by the board. The applicant's license or certificate remains valid until the final determination of the board is rendered unless the renewal is:

(1) denied; or

(2) summarily suspended under IC 25-1-11-13.

(i) The license or certificate of the applicant for license renewal remains valid during the ninety (90) day period unless the license or certificate is denied following a personal appearance by the applicant before the board before the end of the ninety (90) day period. If the ninety (90) day period expires without action by the board, the license or certificate shall be automatically renewed at the end of the ninety (90) day period.

(j) Notwithstanding any other law, the licensing agency may stagger license or certificate renewal cycles.

(k) An application for a license or certificate is abandoned without an action by the board if the applicant does not complete the requirements for obtaining the license or certificate not more than one (1) year after the date on which the application was filed. However, the board may, for good cause shown, extend the validity of the application for additional thirty (30) day periods. An application submitted after the abandonment of an application is considered a new application.

As added by Acts 1981, P.L.222, SEC.3. Amended by P.L.132-1984, SEC.5; P.L. 194-2005, SEC. 3.

IC 25-1-6-5 Executive director

Sec. 5. (a) The licensing agency shall be administered by an executive director appointed by the governor who shall serve at the will and pleasure of the governor.

(b) The executive director must be qualified by experience and training.

(c) The term "executive director" or "secretary", or any other statutory term for the administrative officer of a board listed in section 3 of this chapter, means the executive director of the licensing agency or the executive director's designee.

(d) The executive director is the chief fiscal officer of the licensing agency and is responsible for hiring of all staff and for procurement of all services and supplies in accordance with IC 5-22. The executive director and the employees of the licensing agency are subject to IC 4-15-1.8 but are not under IC 4-15-2. The executive director may appoint no more than three (3) deputy directors, who must be qualified to work for the boards which are served by the licensing agency.

(e) The executive director shall execute a bond payable to the state, with surety to consist of a surety or guaranty corporation qualified to do business in Indiana, in an amount fixed by the state board of accounts, conditioned upon the faithful performance of duties and the accounting for all money and property that come into the executive director's hands or under the executive director's control. The executive director may likewise cause any employee of the licensing agency to execute a bond if that employee receives, disburses, or in any way handles funds or property of the licensing agency. The costs of any such bonds shall be paid from funds available to the licensing agency.

(f) The executive director may present to the general assembly legislative recommendations regarding operations of the licensing agency and the boards it serves, including adoption of four (4) year license or certificate renewal cycles wherever feasible.

(g) Upon the request of a board or commission, the executive director may execute orders, subpoenas, continuances, and other legal documents on behalf of the board or commission.

(h) Upon the request of a board or commission, the executive director may provide advice and technical assistance on issues that may be presented to the board or commission.

As added by Acts 1981, P.L.222, SEC.3. Amended by Acts 1982, P.L.113, SEC.11; P.L.132-1984, SEC.6; P.L.49-1997, SEC.64; P.L. 194-2005, SEC. 4.

IC 25-1-6-5.5 Appeal of license renewal denial

Sec. 5.5. A person who has a license renewal denied by a board listed in section 3 of this chapter may file an appeal of the denial in accordance with IC 4-21.5-3.

As added by P.L.227-2001, SEC.4. Amended by P.L.1-2002, SEC.95; P.L. 194-2005, SEC. 5.

IC 25-1-6-6 Executive director; representatives; staff placement

Sec. 6. (a) The executive director shall designate certain employees of the licensing agency to represent the executive director of the licensing agency at board meetings, proceedings, or any other activities of a board.

(b) The executive director shall assign staff to individual boards and shall work with the boards to ensure efficient utilization and placement of staff.

As added by Acts 1981, P.L.222, SEC.3. Amended by P.L.132-1984, SEC.7.

IC 25-1-6-7 Repealed

(Repealed by P.L.186-1990, SEC.17.)

IC 25-1-6-8 Department of state revenue; access to names of licensees and applicants; persons on tax warrant list

Sec. 8. (a) The bureau and the boards may allow the department of state revenue access to the name of each person who:

(1) is licensed under this chapter or IC 25-1-5; or

(2) has applied for a license under this chapter or IC 25-1-5.

(b) If the department of state revenue notifies the licensing agency that a person is on the most recent tax warrant list, the licensing agency may not issue or renew the person's license until:

(1) the person provides to the licensing agency a statement from the department of revenue that the person's delinquent tax liability has been satisfied; or

(2) the licensing agency receives a notice from the commissioner of the department of state revenue under IC 6-8.1-8-2(k).

As added by P.L.26-1985, SEC.20. Amended by P.L.332-1989(ss), SEC.46; P.L. 2-2005, SEC. 63; P.L. 206-2005, SEC. 10.

IC 25-1-6-9 Repealed

(Repealed by P.L.186-1990, SEC.17.)

INDIANA CODE § 25-1-7

Chapter 7. Investigation and Prosecution of Complaints Concerning Regulated Occupations

IC 25-1-7-1 Definitions

Sec. 1. As used in this chapter:

"Board" means the appropriate agency listed in the definition of regulated occupation in this section.

"Director" refers to the director of the division of consumer protection.

"Division" refers to the division of consumer protection, office of the attorney general.

"Licensee" means a person who is:

- (1) licensed, certified, or registered by a board listed in this section; and
- (2) the subject of a complaint filed with the division.

"Person" means an individual, a partnership, a limited liability company, or a corporation.

"Regulated occupation" means an occupation in which a person is licensed, certified, or registered by one (1) of the following:

- (1) Indiana board of accountancy (IC 25-2.1-2-1).
- (2) Board of registration for architects and landscape architects (IC 25-4-1-2).
- (3) Indiana auctioneer commission (IC 25-6.1-2-1).
- (4) State board of barber examiners (IC 25-7-5-1).
- (5) State boxing commission (IC 25-9-1).
- (6) Board of chiropractic examiners (IC 25-10-1).
- (7) State board of cosmetology examiners (IC 25-8-3-1).
- (8) State board of dentistry (IC 25-14-1).
- (9) State board of funeral and cemetery service (IC 25-15-9).
- (10) State board of registration for professional engineers (IC 25-31-1-3).
- (11) Indiana state board of health facility administrators (IC 25-19-1).
- (12) Medical licensing board of Indiana (IC 25-22.5-2).
- (13) Indiana state board of nursing (IC 25-23-1).
- (14) Indiana optometry board (IC 25-24).
- (15) Indiana board of pharmacy (IC 25-26).
- (16) Indiana plumbing commission (IC 25-28.5-1-3).
- (17) Board of podiatric medicine (IC 25-29-2-1).
- (18) Board of environmental health specialists (IC 25-32-1).
- (19) State psychology board (IC 25-33).
- (20) Speech-language pathology and audiology board (IC 25-35.6-2).
- (21) Indiana real estate commission (IC 25-34.1-2).
- (22) Indiana board of veterinary medical examiners (IC 15-5-1.1).
- (23) Department of natural resources for purposes of licensing water well drillers under IC 25-39-3.
- (24) Respiratory care committee (IC 25-34.5).
- (25) Private detectives licensing board (IC 25-30-1-5.1).
- (26) Occupational therapy committee (IC 25-23.5).
- (27) Social worker, marriage and family therapist, and mental health counselor board (IC 25-23.6).
- (28) Real estate appraiser licensure and certification board (IC 25-34.1-8).
- (29) State board of registration for land surveyors (IC 25-21.5-2-1).
- (30) Physician assistant committee (IC 25-27.5).
- (31) Indiana athletic trainers board (IC 25-5.1-2-1).
- (32) Indiana dietitians certification board (IC 25-14.5-2-1).
- (33) Indiana hypnotist committee (IC 25-20.5-1-7).
- (34) Indiana physical therapy committee (IC 25-27).
- (35) Manufactured home installer licensing board (IC 25-23.7).
- (36) Home inspectors licensing board (IC 25-20.2-3-1).
- (37) Any other occupational or professional agency created after June 30, 1981.

As added by Acts 1981, P.L.222, SEC.4. Amended by Acts 1982, P.L.113, SEC.12; P.L.137-1985, SEC.7; P.L.246-1985, SEC.15; P.L.169-1985, SEC.29; P.L.149-1987, SEC.21; P.L.257-1987, SEC.15; P.L.242-1989, SEC.6; P.L.234-1989, SEC.3; P.L.238-1989, SEC.6; P.L.1-1990, SEC.249; P.L.186-1990, SEC.5; P.L.183-1991, SEC.3; P.L.23-1991, SEC.9; P.L.48-1991, SEC.16; P.L.1-1992, SEC.130; P.L.30-1993, SEC.5; P.L.227-1993, SEC.5; P.L.213-1993, SEC.2; P.L.8-1993, SEC.371; P.L.33-1993, SEC.11; P.L.1-1994, SEC.120; P.L.124-1994, SEC.4; P.L.234-1995, SEC.3; P.L.175-1997, SEC.5; P.L.147-1997,

SEC.8; P.L.84-1998, SEC.3; P.L.24-1999, SEC.4; P.L.82-2000, SEC.4; P.L.162-2002, SEC.4; P.L.145-2003, SEC.4.

IC 25-1-7-2 Duties of attorney general

Sec. 2. The office of the attorney general, under the conditions specified in this chapter, may receive, investigate, and prosecute complaints concerning regulated occupations.

As added by Acts 1981, P.L.222, SEC.4.

IC 25-1-7-3 Investigation of complaints

Sec. 3. The division is responsible for the investigation of complaints concerning licensees.

As added by Acts 1981, P.L.222, SEC.4.

IC 25-1-7-4 Complaints; requisites; standing

Sec. 4. All complaints must be written and signed by the complainant and initially filed with the director. Except for employees of the attorney general's office acting in their official capacity, a complaint may be filed by any person, including members of any of the boards listed in section 1 of this chapter.

As added by Acts 1981, P.L.222, SEC.4.

IC 25-1-7-5 Duties and powers of director

Sec. 5. (a) Subsection (b)(1) does not apply to:

(1) a complaint filed by:

(A) a member of any of the boards listed in section 1 of this chapter; or

(B) the Indiana professional licensing agency; or

(2) a complaint filed under IC 25-1-5-4.

(b) The director has the following duties and powers:

(1) The director shall make an initial determination as to the merit of each complaint. A copy of a complaint having merit shall be submitted to the board having jurisdiction over the licensee's regulated occupation that board thereby acquiring jurisdiction over the matter except as otherwise provided in this chapter.

(2) The director shall through any reasonable means notify the licensee of the nature and ramifications of the complaint and of the duty of the board to attempt to resolve the complaint through negotiation.

(3) The director shall report any pertinent information regarding the status of the complaint to the complainant.

(4) The director may investigate any written complaint against a licensee. The investigation shall be limited to those areas in which there appears to be a violation of statutes governing the regulated occupation.

(5) The director has the power to subpoena witnesses and to send for and compel the production of books, records, papers, and documents for the furtherance of any investigation under this chapter. The circuit or superior court located in the county where the subpoena is to be issued shall enforce any such subpoena by the director.

As added by Acts 1981, P.L.222, SEC.4. Amended by P.L.22-1999, SEC.2; P.L.14-2000, SEC.55; P.L. 206-2005, SEC. 11.

IC 25-1-7-6 Statement of settlement; period of time to resolve

Sec. 6. (a) This section does not apply to:

(1) a complaint filed by:

(A) a member of any of the boards listed in section 1 of this chapter; or

(B) the Indiana professional licensing agency; or

(2) a complaint filed under IC 25-1-5-4.

(b) If, at any time before the director files the director's recommendations with the attorney general, the board files with the director a statement signed by the licensee and the complainant that the

complaint has been resolved, the director shall not take further action. For a period of thirty (30) days after the director has notified the board and the licensee that a complaint has been filed, the division shall not conduct any investigation or take any action whatsoever, unless requested by the board. If, during the thirty (30) days, the board requests an extension of the thirty (30) day time period, the director shall grant it for a period not exceeding an additional twenty (20) days. If at any time during the thirty (30) day period or an extension thereof, the board notifies the director of its intention not to proceed further to resolve the complaint, the division may proceed immediately under this chapter. For every purpose of this section, a board may designate a board member or staff member to act on behalf of or in the name of the board.
As added by Acts 1981, P.L.222, SEC.4. Amended by P.L.22-1999, SEC.3; P.L. 206-2005, SEC. 12.

IC 25-1-7-7 Disciplinary sanctions; report to attorney general; prosecution; hearing officer

Sec. 7. (a) If there has been no statement of settlement filed by the board under section 6 of this chapter, and if, after conducting an investigation, the director believes that the licensee should be subjected to disciplinary sanctions by the board of his regulated occupation, then he shall so report to the attorney general. Upon receiving the director's report, the attorney general may prosecute the matter, on behalf of the state of Indiana, before the board. The board may designate any person as a hearing officer to hear the matter.

(b) Notwithstanding subsection (a) of this section, if the board by majority vote so requests, the attorney general shall prosecute the matter before the board, on behalf of the state of Indiana.
As added by Acts 1981, P.L.222, SEC.4.

IC 25-1-7-8 Witnesses

Sec. 8. At the hearing, the board or hearing officer may call witnesses in addition to those presented by the state or the licensee.
As added by Acts 1981, P.L.222, SEC.4.

IC 25-1-7-9 Disqualification of board member

Sec. 9. A board member is disqualified from any consideration of the case if the board member filed the complaint or participated in negotiations regarding the complaint. The board member is not disqualified from the board's final determination solely because the board member was the hearing officer or determined the complaint and the information pertaining to the complaint was current significant investigative information (as defined by IC 25-23.2-1-5).
As added by Acts 1981, P.L.222, SEC.4. Amended by P.L.181-2002, SEC.1.

IC 25-1-7-10 Confidentiality of complaints and information

Sec. 10. (a) All complaints and information pertaining to the complaints shall be held in strict confidence until the attorney general files notice with the board of the attorney general's intent to prosecute the licensee.

(b) A person in the employ of the office of attorney general or any of the boards, or any person not a party to the complaint, may not disclose or further a disclosure of information concerning the complaint unless the disclosure is required:

- (1) under law; or
- (2) for the advancement of an investigation.

(c) Notwithstanding subsections (a) and (b), under IC 25-23.2 the state board of nursing may disclose to the coordinated licensure information system (as defined by IC 25-23.2-1-4) complaints and information concerning complaints that the board determines to be current significant investigative information (as defined by IC 25-23.2-1-5).
As added by Acts 1981, P.L.222, SEC.4. Amended by P.L.181-2002, SEC.2.

IC 25-1-7-11 Administrative orders and procedures

Sec. 11. Nothing in this chapter limits the rights of the licensee or the state under IC 4-21.5.
As added by Acts 1981, P.L.222, SEC.4. Amended by P.L.7-1987, SEC.110.

IC 25-1-7-12 Reimbursement of attorney general

Sec. 12. (a) If:

- (1) a fund is created by statute for the payment of an unpaid judgment against a licensee; and
- (2) the office of the attorney general is required by statute to provide services to the boards that administer the funds described in subdivision (1);

the office of the attorney general is entitled to reimbursement for the costs incurred in providing the services described in subdivision (2).

(b) If:

- (1) more than one (1) fund is established by statute for the payment of an unpaid judgment against a licensee; and
- (2) the office of the attorney general is entitled to reimbursement under subsection (a);

the funds for reimbursement shall be taken in equal amounts from each of the funds described in subdivision (1).

As added by P.L.255-1987, SEC.1.

IC 25-1-7-13 Reports; contents

Sec. 13. The office of the attorney general shall submit to each board, at the request of the board, a report that includes the following information concerning that regulated occupation:

- (1) The number of complaints filed.
- (2) The number of cases currently under investigation.
- (3) The number of cases closed.
- (4) The number of cases resolved.
- (5) The age of the complaints.

As added by P.L.177-1997, SEC.1.

INDIANA CODE § 25-1-8

Chapter 8. Occupational and Professional Licensure, Registration, and Certification Fees

IC 25-1-8-1 "Board" defined

Sec. 1. As used in this chapter, "board" means any of the following:

- (1) Indiana board of accountancy (IC 25-2.1-2-1).
- (2) Board of registration for architects and landscape architects (IC 25-4-1-2).
- (3) Indiana auctioneer commission (IC 25-6.1-2-1).
- (4) State board of barber examiners (IC 25-7-5-1).
- (5) State boxing commission (IC 25-9-1).
- (6) Board of chiropractic examiners (IC 25-10-1).
- (7) State board of cosmetology examiners (IC 25-8-3-1).
- (8) State board of dentistry (IC 25-14-1).
- (9) State board of funeral and cemetery service (IC 25-15).
- (10) State board of registration for professional engineers (IC 25-31-1-3).
- (11) Indiana state board of health facility administrators (IC 25-19-1).
- (12) Medical licensing board of Indiana (IC 25-22.5-2).
- (13) Mining board (IC 22-10-1.5-2).
- (14) Indiana state board of nursing (IC 25-23-1).
- (15) Indiana optometry board (IC 25-24).
- (16) Indiana board of pharmacy (IC 25-26).
- (17) Indiana plumbing commission (IC 25-28.5-1-3).
- (18) Board of environmental health specialists (IC 25-32-1).
- (19) State psychology board (IC 25-33).

- (20) Speech-language pathology and audiology board (IC 25-35.6-2).
- (21) Indiana real estate commission (IC 25-34.1-2-1).
- (22) Indiana board of veterinary medical examiners (IC 15-5-1.1-3).
- (23) Department of insurance (IC 27-1).
- (24) State police department (IC 10-11-2-4), for purposes of certifying polygraph examiners under IC 25-30-2.
- (25) Department of natural resources for purposes of licensing water well drillers under IC 25-39-3.
- (26) Private detectives licensing board (IC 25-30-1-5.1).
- (27) Occupational therapy committee (IC 25-23.5-2-1).
- (28) Social worker, marriage and family therapist, and mental health counselor board (IC 25-23.6-2-1).
- (29) Real estate appraiser licensure and certification board (IC 25-34.1-8).
- (30) State board of registration for land surveyors (IC 25-21.5-2-1).
- (31) Physician assistant committee (IC 25-27.5).
- (32) Indiana athletic trainers board (IC 25-5.1-2-1).
- (33) Board of podiatric medicine (IC 25-29-2-1).
- (34) Indiana dietitians certification board (IC 25-14.5-2-1).
- (35) Indiana physical therapy committee (IC 25-27).
- (36) Manufactured home installer licensing board (IC 25-23.7).
- (37) Home inspectors licensing board (IC 25-20.2-3-1).
- (38) Any other occupational or professional agency created after June 30, 1981.

As added by Acts 1981, P.L.223, SEC.1. Amended by P.L.250-1983, SEC.1; P.L.246-1985, SEC.16; P.L.169-1985, SEC.30; P.L.19-1986, SEC.42; P.L.149-1987, SEC.22; P.L.257-1987, SEC.16; P.L.3-1989, SEC.144; P.L.234-1989, SEC.4; P.L.186-1990, SEC.6; P.L.183-1991, SEC.4; P.L.23-1991, SEC.10; P.L.48-1991, SEC.17; P.L.1-1992, SEC.131; P.L.30-1993, SEC.6; P.L.33-1993, SEC.12; P.L.213-1993, SEC.3; P.L.227-1993, SEC.6; P.L.1-1994, SEC.121; P.L.124-1995, SEC.5; P.L.234-1995, SEC.4; P.L.147-1997, SEC.9; P.L.84-1998, SEC.4; P.L.24-1999, SEC.5; P.L.82-2000, SEC.5; P.L.162-2002, SEC.5; P.L.2-2003, SEC.64; P.L.145-2003, SEC.5.

IC 25-1-8-1.1 Repealed

(Repealed by P.L.19-1986, SEC.43.)

IC 25-1-8-2 Fees; establishment and collection

Sec. 2. (a) Notwithstanding any other provision regarding the fees to be assessed by a board, a board shall establish by rule and cause to be collected fees for the following:

- (1) Examination of applicants for licensure, registration, or certification.
- (2) Issuance, renewal, or transfer of a license, registration, or certificate.
- (3) Restoration of an expired license, registration, or certificate when such action is authorized by law.
- (4) Issuance of licenses by reciprocity or endorsement for out-of-state applicants.
- (5) Issuance of board or committee reciprocity or endorsements for practitioners licensed, certified, or registered in Indiana who apply to another state for a license.

No fee shall be less than ten dollars (\$10) unless the fee is collected under a rule adopted by the board which sets a fee for miscellaneous expenses incurred by the board on behalf of the practitioners the board regulates.

(b) Fees established by statute shall remain in effect until replaced by a new fee adopted by rule under this section.

(c) In no case shall the fees be less than are required to pay all of the costs, both direct and indirect, of the operation of the board.

(d) For the payment of fees, a board shall accept cash, a draft, a money order, a cashier's check, and a certified or other personal check. If

a board receives an uncertified personal check for the payment of a fee and if the check does not clear the bank, the board may void the license, registration, or certificate for which the check was received.

(e) Unless designated by rule, a fee is not refundable.

(f) A board shall charge a fee of not more than ten dollars (\$10) for the issuance of a duplicate license, registration, or certificate.

As added by Acts 1981, P.L.223, SEC.1. Amended by Acts 1982, P.L.113, SEC.13; P.L.169-1985, SEC.31; P.L.48-1991, SEC.18; P.L.33-1993, SEC.13; P.L.235-1995, SEC.1.

IC 25-1-8-3 Quadrennial license or registration cycle; refunds

Sec. 3. (a) A board, operating on a quadrennial license, registration, or certificate renewal cycle, shall refund one-half (1/2) of the amount of the license, registration, or certificate fee if the holder of the license, registration, or certificate surrenders it at least two (2) years before it expires.

(b) This section does not apply to the holder of a license, registration, or certificate revoked or suspended by the board.

As added by Acts 1982, P.L.113, SEC.14.

IC 25-1-8-4 Quadrennial license renewal system

Sec. 4. (a) Notwithstanding any law establishing a biennial license renewal system, a board operating on such a system may by rule establish a quadrennial license renewal system.

(b) If a board establishes a quadrennial license renewal system, it may provide for a reduction in the fees for the four (4) year license.

As added by P.L.234-1983, SEC.3.

IC 25-1-8-5 Employment of professionals for testing; examination on statutes, rules, and regulations; standards of review

Sec. 5. (a) Notwithstanding any statutory provisions regarding the administration of examinations, a board or committee may employ organizations or additional professionals to assist in the preparation, administration, and scoring of licensing examinations.

(b) A board or committee may require applicants for licensure, certification, or registration by examination, endorsement, or reciprocity to pass a test on the state or federal statutes, state rules, and federal regulations that the board or committee determines by rule to be relevant to the practice of a regulated profession.

(c) A board or committee may enter into a contract with a testing company or national association to set the standards of review for an examination by an applicant for licensure, certification, or registration. The standards of review may include:

- (1) setting fees for review;
- (2) requiring that an examination remain confidential; and
- (3) prohibiting the release of the examination or copies of the examination.

As added by P.L.169-1985, SEC.32. Amended by P.L.152-1988, SEC.5; P.L.48-1991, SEC.19.

IC 25-1-8-6 Reinstatement of delinquent or lapsed licenses

Sec. 6. (a) As used in this section, "board" has the meaning set forth in IC 25-1-4-0.3.

(b) This section does not apply to a license, certificate, or registration that has been revoked or suspended.

(c) Notwithstanding any other law regarding the reinstatement of a delinquent or lapsed license, certificate, or registration, the holder of a license, certificate, or registration that was issued by the board that is three (3) years or less delinquent must be reinstated upon meeting the following requirements:

- (1) Submission of the holder's completed renewal application.
- (2) Payment of the current renewal fee established by the board under section 2 of this chapter.

(3) Payment of a reinstatement fee established by the Indiana professional licensing agency

(4) If a law requires the holder to complete continuing education as a condition of renewal, the holder shall provide the board with a sworn statement, signed by the holder, that the holder has fulfilled the continuing education requirements required by the board for the current renewal period.

(d) Notwithstanding any other law regarding the reinstatement of a delinquent or lapsed license, certificate, or registration, unless a statute specifically does not allow a license, certificate, or registration to be reinstated if it has lapsed for more than three (3) years, the holder of a license, certificate, or registration that was issued by the board that is more than three (3) years delinquent must be reinstated upon meeting the following requirements:

(1) Submission of the holder's completed renewal application.

(2) Payment of the current renewal fee established by the board under section 2 of this chapter.

(3) Payment of a reinstatement fee equal to the current initial application fee.

(4) If a law requires the holder to complete continuing education as a condition of renewal, the holder shall provide the board with a sworn statement, signed by the holder, that the holder has fulfilled the continuing education requirements required by the board for the current renewal period.

(5) Complete such remediation and additional training as deemed appropriate by the board given the lapse of time involved.

(6) Any other requirement that is provided for in statute or rule that is not related to fees.

As added by P.L.269-2001, SEC.5. Amended by P.L. 206-2005, SEC. 13.

IC 25-1-8-7 Reinstatement of delinquent or lapsed licenses

Sec. 7. (a) As used in this section, "board" includes the entities listed in IC 25-1-6-3.

(b) Notwithstanding any other law regarding fees for reinstatement or restoration of a delinquent or lapsed license, certificate, or registration, a delinquent or lapsed license, certificate, or registration that was issued by the board may not be reinstated or restored unless the holder of the license, certificate, or registration pays:

(1) the fee established by the board under section 2 of this chapter; and

(2) a reinstatement fee established by the Indiana professional licensing agency.

(c) A license, certificate, or registration may not be reinstated or restored unless the holder of the license, certificate, or registration completes all other requirements for reinstatement or restoration of the license, certificate, or registration that are:

(1) provided for in statute or rule; and

(2) not related to fees.

(d) This section does not apply to a license, certificate, or registration if one (1) of the following applies:

(1) The license, certificate, or registration has been revoked or suspended.

(2) A statute specifically does not allow a license, certificate, or registration to be reinstated or restored.

As added by P.L. 194-2005, SEC. 6.

(1) Indiana board of accountancy (IC 25-2.1-2-1).

(2) Board of registration for architects and landscape architects (IC 25-4-1-2).

(3) Indiana auctioneer commission (IC 25-6.1-2).

(4) State board of barber examiners (IC 25-7-5-1).

(5) State boxing commission (IC 25-9-1).

(6) State board of cosmetology examiners (IC 25-8-3-1).

(7) State board of registration of land surveyors (IC 25-21.5-2-1).

(8) State board of funeral and cemetery service (IC 25-15-9).

(9) State board of registration for professional engineers (IC 25-31-1-3).

(10) Indiana plumbing commission (IC 25-28.5-1-3).

(11) Indiana real estate commission (IC 25-34.1-2-1).

(12) Real estate appraiser licensure certification board (IC 25-34.1-8).

(13) Private detectives licensing board (IC 25-30-1-5.1).

(14) Manufactured home installer licensing board (IC 25-23.7).

As added by P.L.214-1993, SEC.1. Amended by P.L.2-1995, SEC.93; P.L.234-1995, SEC.5; P.L.82-2000, SEC.6; P.L.162-2002, SEC.6.

IC 25-1-11-2 "Practitioner" defined

Sec. 2. As used in this chapter, "practitioner" means a person that holds:

(1) an unlimited license, certificate, registration, or permit;

(2) a limited or probationary license, certificate, registration, or permit;

(3) a temporary license, certificate, registration, or permit;

(4) an intern permit; or

(5) an inactive license;

issued by the board regulating a profession.

As added by P.L.214-1993, SEC.1. Amended by P.L.236-1995, SEC.1.

IC 25-1-11-3 "License" defined

Sec. 3. As used in this chapter, "license" includes a license, certificate, registration, or permit.

As added by P.L.214-1993, SEC.1.

IC 25-1-11-4 "Person" defined

Sec. 4. As used in this chapter, "person" means an individual, a partnership, a corporation, or a limited liability company.

As added by P.L.214-1993, SEC.1. Amended by P.L.236-1995, SEC.2.

IC 25-1-11-5 Practitioner compliance with professional standards; findings; meriting disciplinary sanctions

Sec. 5. (a) A practitioner shall comply with the standards established by the board regulating a profession. A practitioner is subject to the exercise of the disciplinary sanctions under section 12 of this chapter if, after a hearing, the board finds that:

(1) a practitioner has:

(A) engaged in or knowingly cooperated in fraud or material deception in order to obtain a license to practice, including cheating on a licensing examination;

(B) engaged in fraud or material deception in the course of professional services or activities; or

(C) advertised services or goods in a false or misleading manner;

(2) a practitioner has been convicted of a crime that has a direct bearing on the practitioner's ability to continue to practice competently;

(3) a practitioner has knowingly violated a state statute or rule or federal statute or regulation regulating the profession for which the practitioner is licensed;

(4) a practitioner has continued to practice although the practitioner has become unfit to practice due to:

INDIANA CODE § 25-1-11

Chapter 11. Professional Licensing Standards of Practice

IC 25-1-11-1 "Board" defined

Sec. 1. As used in this chapter, "board" means any of the following:

- (A) professional incompetence;
- (B) failure to keep abreast of current professional theory or practice;
- (C) physical or mental disability; or
- (D) addiction to, abuse of, or severe dependency on alcohol or other drugs that endanger the public by impairing a practitioner's ability to practice safely;

- (5) a practitioner has engaged in a course of lewd or immoral conduct in connection with the delivery of services to the public;
- (6) a practitioner has allowed the practitioner's name or a license issued under this chapter to be used in connection with an individual or business who renders services beyond the scope of that individual's or business's training, experience, or competence;
- (7) a practitioner has had disciplinary action taken against the practitioner or the practitioner's license to practice in another state or jurisdiction on grounds similar to those under this chapter;
- (8) a practitioner has assisted another person in committing an act that would constitute a ground for disciplinary sanction under this chapter; or
- (9) a practitioner has allowed a license issued by a board to be:
 - (A) used by another person; or
 - (B) displayed to the public when the license has expired, is inactive, or has been revoked or suspended.

(b) If an applicant or a practitioner has engaged in or knowingly cooperated in fraud or material deception to obtain a license to practice, including cheating on the licensing examination, the board may rescind the license if it has been granted, void the examination or other fraudulent or deceptive material, and prohibit the applicant from reapplying for the license for a length of time established by the board. An applicant who is aggrieved by a decision of the board under this section is entitled to hearing and appeal rights under the Indiana administrative rules and procedures act (IC 4-21.5).

(c) The board may deny licensure to an applicant who has had disciplinary action taken against the applicant or the applicant's license to practice in another state or jurisdiction or who has practiced without a license in violation of the law.

(d) A certified copy of the record of disciplinary action is conclusive evidence of the other jurisdiction's disciplinary action under subsection (a)(7) or subsection (c).

As added by P.L.214-1993, SEC.1. Amended by P.L.84-1998, SEC.6; P.L.113-1999, SEC.1.

IC 25-1-11-7 Auctioneers; grounds for disciplinary sanctions

Sec. 7. A practitioner licensed to practice auctioneering is subject to the disciplinary sanctions under section 12 of this chapter if, after a hearing, the board finds that the practitioner has failed to:

- (1) account and to make payment under IC 25-6.1-6-2; or
- (2) keep the funds of others separate from the practitioner's own private accounts.

As added by P.L.214-1993, SEC.1.

IC 25-1-11-9.5 Repealed

(Repealed by P.L. 194-2005, SEC. 87.)

IC 25-1-11-10 Physical and mental examination of practitioner

Sec. 10. The board may order a practitioner to submit to a reasonable physical or mental examination, at the practitioner's expense, if the practitioner's physical or mental capacity to practice safely and competently is at issue in a disciplinary proceeding.

As added by P.L.214-1993, SEC.1. Amended by P.L. 178-1997, SEC.1. Amended by P.L. 194-2005, SEC. 7.

IC 25-1-11-11 Refusal of physical or mental examination; summary suspension

Sec. 11. Failure to comply with a board order to submit to a physical or mental examination makes a practitioner liable to summary suspension under section 13 of this chapter.

As added by P.L.214-1993, SEC.1.

IC 25-1-11-12 Sanctions for violations

Sec. 12. (a) The board may impose any of the following sanctions, singly or in combination, if the board finds that a practitioner is subject to disciplinary sanctions under sections 5 through 9 of this chapter:

- (1) Permanently revoke a practitioner's license.
- (2) Suspend a practitioner's license.
- (3) Censure a practitioner.
- (4) Issue a letter of reprimand.
- (5) Place a practitioner on probation status and require the practitioner to:

- (A) report regularly to the board upon the matters that are the basis of probation;
- (B) limit practice to those areas prescribed by the board;
- (C) continue or renew professional education approved by the board until a satisfactory degree of skill has been attained in those areas that are the basis of the probation; or
- (D) perform or refrain from performing any acts, including community restitution or service without compensation, that the board considers appropriate to the public interest or to the rehabilitation or treatment of the practitioner.

- (6) Assess a civil penalty against the practitioner for not more than one thousand dollars (\$1,000) for each violation listed in sections 5 through 9 of this chapter except for a finding of incompetency due to a physical or mental disability.

(b) When imposing a civil penalty under subsection (a)(6), the board shall consider a practitioner's ability to pay the amount assessed. If the practitioner fails to pay the civil penalty within the time specified by the board, the board may suspend the practitioner's license without additional proceedings. However, a suspension may not be imposed if the sole basis for the suspension is the practitioner's inability to pay a civil penalty.

(c) The board may withdraw or modify the probation under subsection (a)(5) if the board finds after a hearing that the deficiency that required disciplinary action has been remedied or that changed circumstances warrant a modification of the order.

As added by P.L.214-1993, SEC.1. Amended by P.L.32-2000, SEC.12.

IC 25-1-11-13 Summary suspension of practitioners

Sec. 13. The board may summarily suspend a practitioner's license for ninety (90) days before a final adjudication or during the appeals process if the board finds that a practitioner represents a clear and immediate danger to the public's health, safety, or property if the practitioner is allowed to continue to practice. The summary suspension may be renewed upon a hearing before the board, and each renewal may be for not more than ninety (90) days.

As added by P.L.214-1993, SEC.1. Amended by P.L.178-1997, SEC.2.

IC 25-1-11-14 Reinstatement of suspended license

Sec. 14. The board may reinstate a license that has been suspended under this chapter if, after a hearing, the board is satisfied that the applicant is able to practice with reasonable skill, safety, and competency to the public. As a condition of reinstatement, the board may impose disciplinary or corrective measures authorized under this chapter.

As added by P.L.214-1993, SEC.1. Amended by P.L. 178-1997, SEC.3.

IC 25-1-11-15 Reinstatement of revoked license

Sec. 15. The board may not reinstate a license that has been revoked under this chapter. An individual whose license has been revoked under

this chapter may not apply for a new license until seven (7) years after the date of revocation.

As added by P.L.214-1993, SEC.1.

IC 25-1-11-16 Consistency of sanctions

Sec. 16. The board shall seek to achieve consistency in the application of sanctions authorized in this chapter. Significant departures from prior decisions involving similar conduct must be explained in the board's findings or orders.

As added by P.L.214-1993, SEC.1.

IC 25-1-11-17 Surrender of practitioner license

Sec. 17. A practitioner may petition the board to accept the surrender of the practitioner's license instead of having a hearing before the board. The practitioner may not surrender the practitioner's license without the written approval of the board, and the board may impose any conditions appropriate to the surrender or reinstatement of a surrendered license.

As added by P.L.214-1993, SEC.1.

IC 25-1-11-18 Costs; practitioners subjected to sanctions

Sec. 18. A practitioner who has been subjected to disciplinary sanctions may be required by a board to pay the costs of the proceeding. The practitioner's ability to pay shall be considered when costs are assessed. If the practitioner fails to pay the costs, a suspension may not be imposed solely upon the practitioner's inability to pay the amount assessed. These costs are limited to costs for the following:

- (1) Court reporters.
- (2) Transcripts.
- (3) Certification of documents.
- (4) Photo duplication.
- (5) Witness attendance and mileage fees.
- (6) Postage.
- (7) Expert witnesses.
- (8) Depositions.
- (9) Notarizations.
- (10) Administrative law judges

As added by P.L.214-1993, SEC.1. Amended by P.L. 194-2005, SEC. 8.

IC 25-1-11-19 Refusal of licensure or granting of probationary license

Sec. 19. (a) The board may refuse to issue a license or may issue a probationary license to an applicant for licensure if:

- (1) the applicant has:
 - (A) been disciplined by a licensing entity of another state or jurisdiction; or
 - (B) committed an act that would have subjected the applicant to the disciplinary process if the applicant had been licensed in Indiana when the act occurred; and
- (2) the violation for which the applicant was or could have been disciplined has a bearing on the applicant's ability to competently perform or practice the profession in Indiana.

(b) Whenever the board issues a probationary license, the board may require a licensee to do any of the following:

- (1) Report regularly to the board upon the matters that are the basis of the discipline of the other state or jurisdiction.
- (2) Limit practice to the areas prescribed by the board.
- (3) Continue or renew professional education requirements.
- (4) Engage in community restitution or service without compensation for the number of hours specified by the board.
- (5) Perform or refrain from performing an act that the board considers appropriate to the public interest or to the rehabilitation or treatment of the applicant.

(c) The board shall remove any limitations placed on a probationary license under this section if the board finds after a public hearing that the deficiency that required disciplinary action has been remedied.

As added by P.L.194-2005, SEC.9.

IC 25-1-11-20 Applicant appearance before board

Sec. 20. The board may require an applicant for licensure to appear before the board before issuing a license.

As added by P.L. 194-2005, SEC. 10.

INDIANA CODE § 25-1-12

Chapter 12. Renewal of Licenses Held by Individuals in Military Service

IC 25-1-12-1 Applicability of chapter

Sec. 1. This chapter applies to an individual who:

- (1) holds a license, certificate, registration, or permit under this title, IC 15, IC 16, or IC 22; and
- (2) is called to active duty.

As added by P.L.88-2004, SEC.2.

IC 25-1-12-2 "Active duty" defined

Sec. 2. As used in this chapter, "active duty" means full-time service in the:

- (1) armed forces of the United States; or
- (2) national guard;

for a period that exceeds thirty (30) consecutive days in a calendar year.

As added by P.L.88-2004, SEC.2.

IC 25-1-12-3 "Armed forces of the United States" defined

Sec. 3. As used in this chapter, "armed forces of the United States" means the active or reserve components of:

- (1) the army;
- (2) the navy;
- (3) the air force;
- (4) the coast guard;
- (5) the marine corps; or
- (6) the merchant marine.

As added by P.L.88-2004, SEC.2. Amended by P.L. 2-2005, SEC. 64.

IC 25-1-12-4 "National guard" defined

Sec. 4. As used in this chapter, "national guard" means:

- (1) the Indiana army national guard; or
- (2) the Indiana air national guard.

As added by P.L.88-2004, SEC.2.

IC 25-1-12-5 "Practitioner" defined

Sec. 5. As used in this chapter, "practitioner" means an individual who holds:

- (1) an unlimited license, certificate, or registration;
- (2) a limited or probationary license, certificate, or registration;
- (3) a temporary license, certificate, registration, or permit;
- (4) an intern permit; or
- (5) a provisional license;

issued under this title or IC 15, IC 16, or IC 22.

As added by P.L.88-2004, SEC.2.

IC 25-1-12-6 Extension to renew license or complete continuing education; requirements for extension; additional extensions

Sec. 6. (a) Notwithstanding any other law, a practitioner who is called to active duty out-of-state and meets the requirements of subsection (b) is entitled to an extension of time described in subsection (c) to:

- (1) renew; and
 - (2) complete the continuing education required by:
the practitioner's license, certificate, registration, or permit.
 - (b) The practitioner must meet the following requirements to receive the extension of time provided under subsection (a):
 - (1) On the date the practitioner enters active duty, the practitioner's license, certificate, registration, or permit may not be revoked, suspended, lapsed, or be the subject of a complaint under IC 25-1-7.
 - (2) The practitioner's license, certificate, registration, or permit must expire while the practitioner is out-of-state on active duty and the practitioner must not have received the notice of expiration before the date the practitioner entered active duty.
 - (3) The practitioner shall provide proof of out-of-state active duty by providing a copy of the practitioner's:
 - (A) discharge; or
 - (B) government movement orders;to the agency, board, commission, or committee issuing the practitioner's license, certificate, registration, or permit at the time the practitioner renews the practitioner's license, certificate, registration, or permit under this chapter.
 - (c) The extension of time provided under subsection (a) is equal to one hundred eighty (180) days after the date of the practitioner's discharge or release from active duty.
 - (d) The agency, board, commission, or committee that issued the practitioner's license, certificate, registration, or permit may extend the period provided in subsection (c) if the agency or board determines that an illness, an injury, or a disability related to the practitioner's active duty prevents the practitioner from renewing or completing the continuing education required for the practitioner's license, certificate, registration, or permit. However, the agency, board, commission, or committee may not extend the period for longer than three hundred sixty-five (365) days after the date of the practitioner's discharge or release from active duty.
- As added by P.L.88-2004, SEC.2. Amended by P.L. 2-2005, SEC. 65.*

IC 25-1-12-7 Waiver of late fees

Sec. 7. Any late fees that may be assessed against a practitioner in connection with a renewal under this chapter are waived.
As added by P.L.88-2004, SEC.2.

IC 25-1-12-8 Construction with federal law

Sec. 8. This chapter may not be construed as a restriction or limitation on any of the rights, benefits, and protections granted to a member of:

- (1) the armed forces of the United States; or
- (2) the national guard;

under federal law.
As added by P.L.88-2004, SEC.2.

TITLE 820 STATE BOARD OF COSMETOLOGY EXAMINERS

NOTE: Originally adopted by the Board of Beauty Culturist Examiners. Name changed by P.L.257-1987, SECTION 20, effective September 1, 1987.

ARTICLE 1. Beauty Culture Schools and Shops (REPEALED)
(Repealed by State Board of Cosmetology Examiners; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1412, eff Apr 1, 1990)

ARTICLE 2. Licensing

Rule 1. Licensing Requirements; Miscellaneous Provisions

820 IAC 2-1-1 Transfer of licenses prohibited

Authority: IC 25-8-3-23

Affected: IC 25-8-4-4

Sec. 1. (a) Under IC 25-8-4-4, licenses issued by the board may not be transferred. Accordingly, cosmetology schools, cosmetology salons, electrology salons, manicurist salons, and esthetic salons may not operate under new ownership or in a new location until a new license has been issued by the board.

(b) Subsection (a) does not apply to cosmetology salons changing locations if approved by the board under IC 25-8-4-4. *(State Board of Cosmetology Examiners; 820 IAC 2-1-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1401, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 561; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 2-1-2 Cosmetology schools, cosmetology salons, electrology salons, manicurist salons, and esthetic salons; mobile structure prohibited

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 2. Cosmetology schools, cosmetology salons, electrology salons, manicuring salons, and esthetic salons may not be located in mobile structures. *(State Board of Cosmetology Examiners; 820 IAC 2-1-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1401, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 561; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 2-1-3 Cosmetology school license applications; notice of intention

Authority: IC 25-8-3-23

Affected: IC 25-8-5-2

Sec. 3. (a) Thirty (30) days prior to submitting the application for a license, an applicant for a cosmetology school license shall file a "notice of intention" on a form provided by the board listing the owner's name and the location of the school.

(b) Subsequent to the filing of the notice of intention, an on-site inspection of the proposed cosmetology school shall be made by a member of the board.

(c) Within sixty (60) days after filing the notice of intention, the applicant must file a cosmetology school application and pay the required fee, or the notice of intention shall be null and void. *(State Board of Cosmetology Examiners; 820 IAC 2-1-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 561; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 2-1-4 Application for cosmetology school license; required items

Authority: IC 25-8-3-23

Affected: IC 25-8-5-2; IC 25-8-5-3

Sec. 4. (a) An application for cosmetology school license shall include the matters required by IC 25-8-5-3 and the following:

- (1) The contract which is to be used between the cosmetology school and its students which must include the school's refund policy.
- (2) A report from the office of the state fire marshal showing compliance with fire safety laws.
- (3) A copy of the cosmetology school's deed for the property where the cosmetology school is located or a lease for at least one (1) year showing that the premises are to be used as a cosmetology school.
- (4) A budget for the first year of operation of the cosmetology school.
- (5) A financial statement on a form provided by the board.
- (6) A floor plan of the cosmetology school which shall show, in detail, the following:
 - (A) The placement of students.
 - (B) Classroom entrances and exits.

- (C) Space for waiting customers (indicating the number of chairs).
- (D) Separate student and public cloakroom spaces.
- (E) Separate lavatory and toilet facilities for men and women.
- (7) A list of licensed instructors who will be teaching in the cosmetology school.

(b) The application shall be completed in its entirety and verified. (*State Board of Cosmetology Examiners; 820 IAC 2-1-4; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-1-5 Education equivalencies

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 5. Successful completion of the general education diploma (GED) shall be considered the equivalent of the following:

- (1) A tenth grade education for cosmetology applicants under IC 25-8-9-3(2).
- (2) A tenth grade education for esthetician applicants under IC 25-8-12-5-4(2).
- (3) An eighth grade education for manicurist applicants under IC 25-8-11-4(2).
- (4) An eighth grade education for shampoo operator applicants under IC 25-8-12-3(2).

(*State Board of Cosmetology Examiners; 820 IAC 2-1-5; filed Dec 3, 1991, 11:00 a.m.: 15 IR 561; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-1-6 Signs for cosmetology salons, electrology salons, manicurist salons, and esthetic salons

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 6. (a) A person holding a:

- (1) cosmetology salon license;
- (2) electrology salon license;
- (3) manicurist salon license; or
- (4) esthetic salon license;

shall display a sign at the main public entrance of the salon.

(b) The sign must:

- (1) be clearly visible at the main public entrance;
- (2) state in legible printing the name of the establishment; and
- (3) state that the establishment is licensed as a:
 - (A) cosmetology salon;
 - (B) electrology salon;
 - (C) manicurist salon; or
 - (D) esthetic salon.

(*State Board of Cosmetology Examiners; 820 IAC 2-1-6; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-1-7 Addresses for cosmetology salons, electrology salons, manicurist salons, and esthetic salons

Authority: IC 25-8-3-23

Affected: IC 25-8-4-2

Sec. 7. Applications for cosmetology salon, electrology salon, manicurist salon, and esthetic salon licenses shall include both the applicant's mailing address and the actual location of the salon, if different than the mailing address. (*State Board of Cosmetology Examiners; 820 IAC 2-1-7; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

Rule 2. Examinations

820 IAC 2-2-1 Instructor, electrologist, or esthetician license; reciprocity applicants

Authority: IC 25-8-3-23

Affected: IC 25-8-4-2

Sec. 1. (a) An individual who applies for a cosmetologist, electrologist, or esthetician instructor license under IC 25-8-4-2 in addition to qualifying under those sections [*sic., that section*] must pass an examination on Indiana statutes and rules applicable to cosmetology, electrology, or esthetics, respectively, before being licensed.

(b) The passing score for each of the examinations shall be seventy-five percent (75%). (*State Board of Cosmetology Examiners; 820 IAC 2-2-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1487; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-2 Instructor license; examination fee

Authority: IC 25-1-8-5; IC 25-8-3-23

Affected: IC 25-8-6-3

Sec. 2. The board shall charge a fee of fifteen dollars (\$15) for providing an examination to an applicant for an instructor license. (*State Board of Cosmetology Examiners; 820 IAC 2-2-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; filed Jun 14, 1996, 3:00 p.m.: 19 IR 3099; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-1.1 Photograph with application

Authority: IC 25-8-3-23; IC 25-8-6-4

Affected: IC 25-8

Sec. 1.1. Individuals submitting an application for examination under IC 25-8 shall include a photograph of the applicant that is at least two (2) inches by three (3) inches with the application. (*State Board of Cosmetology Examiners; 820 IAC 2-2-1.1; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-1.2 Photo identification required

Authority: IC 25-8-3-23; IC 25-8-6-4

Affected: IC 25-8

Sec. 1.2. All applicants for examination are required to bring government issued photo identification to an examination and shall produce the photo identification for inspection upon request while at the examination. (*State Board of Cosmetology Examiners; 820 IAC 2-2-1.2; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-3 Age requirement; necessity of examination

Authority: IC 25-8-3-23

Affected: IC 25-8-6-4; IC 25-8-9-3; IC 25-8-11-4; IC 25-8-12-3;

IC 25-8-12-5-4

Sec. 3. (a) Individuals submitting an application for examination under IC 25-8 shall be at least eighteen (18) years of age.

(b) All first attempt state board examinations must be taken within one (1) year after graduation from an applicable course in a cosmetology school. Any repeat examination must be successfully completed within three (3) years after graduation from the same course.

(c) The board may waive the requirements in subsection (b) if an applicant can show good cause. (*State Board of Cosmetology Examiners; 820 IAC 2-2-3; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-4 License examination; attire, equipment**Authority:** IC 25-8-3-23**Affected:** IC 25-8

Sec. 4. (a) Each applicant for a cosmetologist license, instructor license, electrologist license, manicurist license, shampoo operator license, and esthetician license shall report to the examination in the following manner:

- (1) Attired in a white nurse style uniform and in white noncloth shoes.
- (2) With tool cases as follows:
 - (A) For cosmetology applicants, the tool case required by 820 IAC 4-2-5.
 - (B) For instructor applicants, the tool case required by 820 IAC 4-2-5.
 - (C) For electrology applicants, the tool case required by 820 IAC 4-2-9.
 - (D) For manicurist applicants, the tool case required by 820 IAC 4-2-8.
 - (E) For esthetician applicants, the tool case required by 820 IAC 4-2-7.

(b) Subsection (a)(2) does not apply to applicants being examined for a shampoo operator license or to applicants being examined under section 1 of this rule. (*State Board of Cosmetology Examiners; 820 IAC 2-2-4; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-5 Repeat examinations; cosmetologist**Authority:** IC 25-8-3-23**Affected:** IC 25-8-9-5

Sec. 5. (a) An applicant who does not receive a satisfactory grade on the applicant's second attempt on the cosmetology written examination as allowed by IC 25-8-9-5 shall only be allowed to take the written examination again upon submission of proof of completion of an additional one hundred (100) hours of instruction in the theory of cosmetology as a student in a cosmetology school.

(b) An applicant who does not receive a satisfactory grade on the third attempt of the written examination allowed by subsection (a) may take the written examination the fourth time.

(c) The requirements of subsection (a) concerning additional education apply for the fifth written examination attempt and every odd-numbered attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-5; filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-6 Repeat examinations; instructor**Authority:** IC 25-8-3-23**Affected:** IC 25-8

Sec. 6. (a) An instructor applicant who fails the applicant's first attempt on the instructor written examination may repeat the examination.

(b) An applicant who does not receive a satisfactory grade on the repeat instructor written examination allowed by subsection (a) may attempt the written examination again upon submission of proof of completion of an additional one hundred fifty (150) hours of instructor training in an approved cosmetology school, within sixty (60) days of receipt of examination failure notice. (*State Board of Cosmetology Examiners; 820 IAC 2-2-6; filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; filed May 4, 2001, 11:16 a.m.: 24 IR 2683; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-7 Repeat examinations; manicurist**Authority:** IC 25-8-3-23**Affected:** IC 25-8-11-5

Sec. 7. (a) An applicant who does not receive a satisfactory grade on the second attempt on the manicurist written examination as allowed by IC 25-8-11-5 may take the written examination a third time.

(b) An applicant who does not receive a satisfactory grade on the third written examination attempt allowed by subsection (a) shall only be allowed to take the examination again upon the submission of proof of successful completion of an additional one hundred (100) hours of instruction in the theory of manicuring as a student in a cosmetology school.

(c) The requirement of subsection (b) concerning additional education applies for the fifth written examination attempt and every odd-numbered attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-7; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2415; errata filed Jan 21, 1994, 3:00 p.m.: 17 IR 1101; filed May 4, 2001, 11:16 a.m.: 24 IR 2683; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-8 Repeat examinations; electrologist**Authority:** IC 25-8-3-23**Affected:** IC 25-8-10-2

Sec. 8. (a) An applicant who does not receive a satisfactory grade on the examination described in IC 25-8-10-3(3) may take the written examination a second time.

(b) An applicant who does not receive a satisfactory grade on the second written examination attempt allowed by subsection (a) shall only be allowed to take the written examination again upon submission of proof of the successful completion of an additional one hundred (100) hours of instruction in the theory of electrology in a cosmetology school.

(c) The requirement of subsection (b) concerning additional education applies for the fifth written examination attempt and every odd-numbered attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-8; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2416; errata filed Jan 21, 1994, 3:00 p.m.: 17 IR 1101; filed May 4, 2001, 11:16 a.m.: 24 IR 2683; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-9 Repeat examinations; shampoo operator**Authority:** IC 25-8-3-23**Affected:** IC 25-8-12-4

Sec. 9. (a) An applicant who does not receive a satisfactory grade on the shampoo operator written examination as allowed by IC 25-8-12-4 must successfully complete an additional one hundred (100) hours in the theory of shampoo operation in a cosmetology school.

(b) An applicant who does not receive a satisfactory grade on the third written examination attempt as allowed by subsection (a) may take the written examination a fourth time.

(c) The requirements of subsection (a) concerning additional education applies for the fifth written examination attempt and every odd-numbered year thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-9; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2416; filed May 4, 2001, 11:16 a.m.: 24 IR 2683; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-10 Repeat examinations; esthetician**Authority:** IC 25-8-3-23**Affected:** IC 25-8-12.5-5

Sec. 10. (a) An applicant who does not receive a satisfactory grade on the second attempt on the written examination as allowed by IC 25-8-12.5-5 may take the written examination a third time.

(b) An applicant who does not receive a satisfactory grade on the third written examination attempt allowed by subsection (a) shall be allowed to take the written examination again upon the submission of proof of successful completion of an additional one hundred (100) hours of instruction in the theory of esthetics as a student in a cosmetology school.

(c) The requirement of subsection (b) concerning additional education applies for the fifth written examination attempt and every odd-numbered attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-10; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2416; filed May 4, 2001, 11:16 a.m.: 24 IR 2684; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 2-2-11 Repeat examinations; instructor, electrologist, or esthetician license; reciprocity applicants

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 11. (a) An applicant who fails the first attempt on a *[sic., an]* examination required by section 1 of this rule may repeat the examination.

(b) An applicant who does not receive a satisfactory grade on a repeat examination allowed by subsection (a) may attempt the examination again upon submission of proof of completion of an additional fifty (50) hours of training in a cosmetology school:

- (1) for cosmetology applicants, on Indiana statutes and rules applicable to cosmetology;
- (2) for esthetician applicants, on Indiana statutes and rules applicable to esthetics;
- (3) for electrologist applicants, on Indiana statutes and rules applicable to electrology; or
- (4) for cosmetology, esthetics, or electrology instructor applicants, on Indiana statutes and rules applicable to their instructor training.

(c) The requirements of subsection (b) concerning additional education apply for the fifth examination attempt and every odd-numbered attempt thereafter. (*State Board of Cosmetology Examiners; 820 IAC 2-2-11; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2416; errata filed Jan 21, 1994, 3:00 p.m.: 17 IR 1101; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

ARTICLE 3. SANITARY AND EQUIPMENT REQUIREMENTS

Rule 1. Sanitary and Equipment Requirements for Cosmetology Salons, Electrology Salons, Manicurist Salons, and Cosmetology Schools

820 IAC 3-1-1 Scope

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 1. (a) This rule establishes sanitary and equipment requirements for cosmetology schools, cosmetology salons, electrology salons, and manicurist salons.

(b) Unless otherwise stated, all the requirements in this rule are applicable to both cosmetology schools and cosmetology salons.

(c) Sections 8, 12, 13, 14, and 17 of this rule apply to electrology salons.

(d) Sections 8 and 15 through 17 of this rule apply to manicurist salons. (*State Board of Cosmetology Examiners; 820 IAC 3-1-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-2 Water supply

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 2. (a) Hot and cold running water shall be supplied.

(b) The water supply required in subsection (a) shall be connected as follows:

- (1) With a pressure supply whenever it is available.
- (2) If a pressure supply is unavailable, with gravity tanks.

(*State Board of Cosmetology Examiners; 820 IAC 3-1-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-3 Sterilizers

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 3. (a) There must be at least one (1) operable wet sterilizer and at least one (1) operable dry sterilizer on the premises.

(b) Each work station must have at least:

- (1) one (1) operable wet sterilizer; or
- (2) one (1) operable dry sterilizer.

(*State Board of Cosmetology Examiners; 820 IAC 3-1-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-4 Work stations; covered waste receptacle

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 4. (a) Cosmetology salons shall be supplied with at least one (1) covered waste receptacle for every two (2) work stations.

(b) As used in subsection (a), work stations refers to chairs, other than waiting room chairs, and booths. (*State Board of Cosmetology Examiners; 820 IAC 3-1-4; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-5 Floors; walls; furniture

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 5. Floors, walls, and furniture shall be kept clean and sanitary at all times. (*State Board of Cosmetology Examiners; 820 IAC 3-1-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-6 Sterilization of instruments

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 6. All instruments shall be properly sterilized. (*State Board of Cosmetology Examiners; 820 IAC 3-1-6; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-7 Shampoo boards, bowls, sinks

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 7. (a) A shampoo bowl or shampoo sink shall be used.

(b) The following shall be cleaned thoroughly and sanitized immediately after use:

- (1) Shampoo boards.
- (2) Shampoo bowls.
- (3) Shampoo sinks.

(*State Board of Cosmetology Examiners; 820 IAC 3-1-7; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-8 Clean hands; uniforms

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 8. (a) Each cosmetologist, electrologist, manicurist, shampoo operator, and instructor or student in a cosmetology school shall wash his or her hands with soap and fresh water before serving each customer.

(b) All cosmetologists, electrologists, manicurists, and shampoo operators shall at all times, while serving customers, wear a clean, washable outer garment.

(c) All students in a cosmetology school shall at all times wear a clean, washable uniform of the same color and style established by the cosmetology school. Sandals or other open footwear, shorts, denim jeans, or skirts above the knee are not acceptable elements of a uniform.

(d) Student name badges shall be required as part of the uniform required by subsection (c).

(e) All cosmetology school instructors and student instructors shall wear a clean, washable outer garment and badge identifying instructor's or student instructor's name and identifying the instructor as an instructor or student instructor. (*State Board of Cosmetology Examiners; 820 IAC 3-1-8; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 564; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-9 Combs, brushes, and towels

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 9. (a) Each cosmetologist, or student in a cosmetology school, shall be required to have an adequate supply of combs, brushes, and towels in order to service the needs of patrons.

(b) An adequate supply under subsection (a) shall be no fewer than twelve (12) towels.

(c) An adequate supply under subsection (a) shall be no fewer than eight (8) combs and three (3) brushes.

(d) After each use on a customer, combs and brushes must be:

- (1) thoroughly cleaned;
- (2) immersed in an effective disinfectant;
- (3) rinsed in water and dried; and
- (4) stored, until their next use, in a container which:
 - (A) is closed;
 - (B) is clean; and
 - (C) has nothing stored in it which has not been disinfected.

(*State Board of Cosmetology Examiners; 820 IAC 3-1-9; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 564; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-10 Towels

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 10. (a) Clean towels shall be used for each customer.

(b) Clean towels shall be stored in a clean and closed cabinet or drawer.

(c) Soiled towels shall be stored in a covered hamper. (*State Board of Cosmetology Examiners; 820 IAC 3-1-10; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-11 Haircloths

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 11. Whenever a haircloth is used, a clean towel or other clean protection shall be placed around the customer's neck in such a manner to prevent the haircloth from touching the skin. (*State Board of Cosmetology Examiners; 820 IAC 3-1-11; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-12 Electrology; cleanliness

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 12. (a) All instruments, needles, and tweezers used by an electrologist shall be sterilized prior to use on a customer.

(b) Sterilization required under subsection (a) shall be as follows:

- (1) Before putting into a sterilizer, needles/probes must be precleaned using a clean cotton ball moistened with a low residue detergent and cool water or a solution having at least seventy percent (70%) alcohol.
- (2) Precleaning of needles/probes may also be accomplished by cleaning in an ultrasonic cleaning unit used according to manufacturer's instructions.

(3) After precleaning, needles/probes should be rinsed thoroughly and dried.

(4) Sterilization must be accomplished by means of a dry heat sterilizer in which the instruments are heated to three hundred forty degrees Fahrenheit (340°F) for two (2) hours or by means of steam autoclave sterilizer in which the instruments are subjected to saturated steam at the pressure of fifteen (15) pounds per square inch for thirty (30) minutes at two hundred fifty degrees Fahrenheit (250°F).

(c) An electrologist or electrology student in a cosmetology school shall:

- (1) wash his or her hands in fresh water with germicidal soap immediately before serving each customer; and
- (2) while serving customers, wear gloves which must be disposed after use during the service of one (1) customer.

(d) The chair and table where a customer is receiving electrology services shall have clean coverings.

(e) There shall be a clean draping between the electrologist and the customer during an electrology session. (*State Board of Cosmetology Examiners; 820 IAC 3-1-12; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 564; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-13 Electrology; separate room

Authority: IC 25-8-3-23

Affected: IC 25-8-7; IC 25-8-14

Sec. 13. (a) Where electrology is provided, the cosmetology salon or cosmetology school shall maintain a separate room for such practice which is used exclusively for electrology services.

(b) The room required under subsection (a) shall be surrounded by ceiling to floor walls and accessed only by closing doors. (*State Board of Cosmetology Examiners; 820 IAC 3-1-13; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 565; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-14 Electrology equipment; salons

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 14. (a) Electrology salons or cosmetology salons practicing electrology shall have the following equipment:

- (1) At least one (1) sink or bowl with hot and cold running water.
- (2) At least one (1) treatment table.
- (3) At least one (1) treatment stool.
- (4) At least one (1) lamp.
- (5) At least one (1) closed cabinet for storage of clean linens.
- (6) At least one (1) closed hamper for storage of soiled linens.
- (7) At least one (1) covered waste receptacle.
- (8) At least twelve (12) pairs of disposable rubber gloves.
- (9) At least one (1) face mask.
- (10) At least one (1) steam autoclave sterilizer or at least one (1) dry heat sterilizer.
- (11) At least twelve (12) sterile needles.
- (12) At least six (6) pair of tweezers.
- (13) At least one (1) epiletor.
- (14) At least twelve (12) clean coverings for chair and table where electrology is performed.
- (15) At least twelve (12) clean drapings for securing between electrologist and customer during an electrology session.
- (16) At least one (1) bottle for skin sanitizing agent.
- (17) At least one (1) bottle of residue detergent or one (1) bottle of solution having at least seventy percent (70%) alcohol.
- (18) At least one (1) covered container each for supplies such as cotton, lip rolls, etc.

(b) Regardless of the minimum requirements established in subsection (a), electrology salons or cosmetology salons practicing electrology must have whatever equipment is needed to adequately serve their customers and otherwise comply with IC 25-8 and this title. (*State Board of Cosmetology Examiners; 820 IAC 3-1-14; filed Dec 3, 1991, 11:00 a.m.: 15 IR 565; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-15 Manicurist; cleanliness

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 15. (a) All instruments used by a manicurist or manicurist student in a cosmetology school shall be sterilized prior to use on a customer.

(b) Sterilization required under subsection (a) shall be as follows:

(1) Before putting into a sterilizer, instruments shall be precleaned using a clean cotton ball moistened with a low residue detergent and cool water or a solution having at least seventy percent (70%) alcohol.

(2) After cleaning, instruments shall be rinsed thoroughly and dried.

(3) Sterilization shall be accomplished by means of wet sterilizer, according to manufacturer's specifications.

(c) A manicurist or manicurist student in a cosmetology school shall do the following:

(1) Wash hands in fresh water with germicidal soap immediately before serving each customer.

(2) Assure that the table where a customer is receiving manicuring services has been cleaned with an antiseptic.

(3) Use a clean towel for each customer.

(4) Clean the foot bath and foot paddle with soap, water, and alcohol after each use.

(5) Clean the hot mitten liners with soap and water after each use.

(6) Clean the manicure bowl with soap, water, and alcohol after each use.

(7) Use ventilation while using chemicals.

(*State Board of Cosmetology Examiners; 820 IAC 3-1-15; filed Dec 3, 1991, 11:00 a.m.: 15 IR 565; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-16 Manicurist equipment; salons

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 16. (a) Manicurist salons or cosmetology salons practicing manicuring shall have the following equipment:

(1) At least one (1) sink or bowl with hot and cold running water.

(2) At least one (1) manicuring table.

(3) At least two (2) chairs.

(4) At least one (1) lamp.

(5) At least one (1) wet sterilizer.

(6) At least one (1) manicure bowl.

(7) At least one (1) foot bath.

(8) At least one (1) closed cabinet or drawer for storage of clean towels.

(9) At least one (1) closed hamper for storage of soiled towels.

(10) At least one (1) covered waste receptacle.

(11) At least one (1) ventilator.

(12) At least twelve (12) towels.

(13) At least one (1) pair of cuticle nippers.

(14) At least one (1) pair of cuticle scissors.

(15) At least one (1) pair of fingernail clippers.

(16) At least one (1) pair of toenail clippers.

(17) At least six (6) nail files.

(18) At least one (1) box of emery boards.

(19) At least one (1) pair of tweezers.

(20) At least one (1) nail brush.

(21) At least one (1) nail pusher.

(22) At least one (1) foot file or paddle.

(23) At least one (1) three (3) way buffer or chamois.

(24) At least one (1) bottle of seventy percent (70%) isopropyl alcohol.

(b) Regardless of the minimum requirements established in subsection (a), manicuring salons or cosmetology salons practicing manicuring must have whatever additional equipment is needed to adequately serve their customers and otherwise comply with IC 25-8 and this title. (*State Board of Cosmetology Examiners; 820 IAC 3-1-16; filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-1-17 No pets; cosmetology schools, cosmetology salons, electrology salons, manicurist salons, and esthetic salons

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 17. (a) Cosmetology schools, cosmetology salons, electrology salons, and manicurist salons are prohibited from allowing pets on the premises.

(b) Subsection (a) does not prohibit seeing eye dogs.

(c) A person holding a cosmetology school or cosmetology salon license, electrology salon license, or a manicurist salon license shall display a sign at the entrance of the salon or school that states "no pets allowed". (*State Board of Cosmetology Examiners; 820 IAC 3-1-17; filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

Rule 2. Sanitary and Equipment Requirements for Esthetic Salons and Cosmetology Schools Teaching Esthetics

820 IAC 3-2-1 Scope

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 1. (a) This rule establishes sanitary and equipment requirements for esthetic salons, cosmetology salons where esthetic services are provided, and cosmetology schools teaching esthetics.

(b) Unless otherwise stated, all the requirements in this rule are applicable to esthetic salons, cosmetology salons where esthetic services are provided, and cosmetology schools teaching esthetics.

(*State Board of Cosmetology Examiners; 820 IAC 3-2-1; filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-2 Water supply

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 2. (a) Hot and cold running water shall be supplied.

(b) The water supply required in subsection (a) shall be connected:

(1) with a pressure supply whenever it is available; or

(2) if a pressure supply is unavailable, with gravity tanks.

(*State Board of Cosmetology Examiners; 820 IAC 3-2-2; filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-3 Sterilizers

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 3. There must be:

(1) at least one (1) operable cold sterilizer; and

(2) at least one (1) of the following:

(A) One (1) operable steam autoclave sterilizer; or

(B) One (1) operable dry heat sterilizer;

on the premises. (*State Board of Cosmetology Examiners; 820 IAC 3-2-3; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-4 Work units; covered waste receptacle

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 4. (a) There shall be at least one (1) covered waste receptacle for every work unit.

(b) As used in subsection (a), "work unit" refers to chairs, tables (other than waiting room chairs and tables), and booths. (*State Board of Cosmetology Examiners; 820 IAC 3-2-4; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-5 Floors; walls; furniture

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 5. Floors, walls, and furniture shall be kept clean and sanitary at all times. (*State Board of Cosmetology Examiners; 820 IAC 3-2-5; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-6 Facial bowls; facial sinks

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 6. (a) There shall be at least one (1) facial bowl or facial sink on the premises.

(b) Facial bowls and facial sinks shall be cleaned with an effective disinfectant and rinsed with warm water prior to using. (*State Board of Cosmetology Examiners; 820 IAC 3-2-6; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-7 Clean uniforms

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 7. (a) All estheticians shall at all times while serving customers wear a clean, washable outer garment.

(b) All esthetician students in a cosmetology school shall at all times wear a clean, washable uniform and style established by the cosmetology school.

(c) A student name badge shall be required as part of the uniform required by subsection (b). (*State Board of Cosmetology Examiners; 820 IAC 3-2-7; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-8 Towels; linens; headbands

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 8. (a) Clean towels, linens, and headbands shall be used for each customer.

(b) Clean towels, linens, and headbands shall be stored in a clean and closed cabinet or drawer.

(c) Soiled towels, linens, and headbands shall be stored in a covered hamper. (*State Board of Cosmetology Examiners; 820 IAC 3-2-8; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-9 Esthetics; cleanliness

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 9. (a) All instruments including forceps, comedone extractors, tweezers, brushes, and facial rollers used by an esthetician or esthetics student in a cosmetology school shall be sterilized prior to use on a customer.

(b) Sterilization required under subsection (a) shall be as follows:

(1) Instruments shall be washed in a low residue detergent and rinsed prior to sterilization.

(2) Instruments shall be cleaned by cold sterilization using an effective disinfectant, used according to manufacturer's instructions.

(3) High frequency wands shall be cleaned using an effective disinfectant, used according to manufacturer's instructions.

(4) Forceps, tweezers, and comedone extractors shall be sterilized using a steam autoclave or a dry heat sterilizer.

(5) All instruments other than those instruments under subdivision (4) shall be sterilized by means of a disinfectant, a steam autoclave, or a dry heat sterilizer.

(6) Sterilization shall be accomplished by placing instruments in one (1) or both of the following:

(A) A cold sterilizer using an effective disinfectant, according to manufacturer's instructions.

(B) A steam autoclave sterilizer in which the instruments are subjected to saturated steam of the pressure of fifteen (15) pounds per square inch for thirty (30) minutes at two hundred fifty degrees Fahrenheit (250° F).

(C) A dry heat sterilizer in which instruments are heated for two (2) hours at three hundred forty degrees Fahrenheit (340° F).

(c) An esthetician or esthetics student in a cosmetology school shall do the following:

(1) Wash his or her hands in fresh water with germicidal soap (antimicrobial) immediately before serving each customer.

(2) When extracting blackheads, milia, or comedones, wear protective gloves which must be disposed after use during the service of one (1) customer.

(d) The chair and table where a customer is receiving esthetician services shall have clean coverings.

(e) There shall be a secured draping between the esthetician or esthetics student in a cosmetology school and the customer during an esthetics session.

(f) All disposable items, including cotton swabs, tissues, tongue depressors, spatulas and cellulose sponges, plastic or saran wraps, and gauze used by an esthetician or esthetics student in a cosmetology school shall be disposed of after serving a customer.

(g) Spatulas shall be used by an esthetician or an esthetics student in a cosmetology school in dispensing all products.

(h) Lancets used by an esthetician or an esthetics student in a cosmetology school shall be disposed of in a lancet safety device (waste container) after serving a customer. (*State Board of Cosmetology Examiners; 820 IAC 3-2-9; filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; filed May 4, 2001, 11:16 a.m.: 24 IR 2684; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-10 Esthetics; separate room

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 10. (a) Cosmetology salons where esthetics services are provided, esthetic salons, and cosmetology schools where esthetics is provided shall maintain a separate room for such practice which is used exclusively for esthetic services.

(b) The room required under subsection (a) shall be surrounded by ceiling to floor walls and accessed only by doors which shall remain closed when esthetic services are being performed. (*State Board of Cosmetology Examiners; 820 IAC 3-2-10; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 3-2-11 Facility treatment chair; hydraulic chair

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 11. There shall be at least one (1) facility treatment chair or hydraulic treatment chair on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-11; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-12 Utility table

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 12. (a) There shall be at least one (1) utility table for each facility treatment chair or hydraulic treatment chair on the premises.

(b) As an alternative to the requirement in subsection (a), one (1) continuous counter top may be used. *(State Board of Cosmetology Examiners; 820 IAC 3-2-12; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-13 Esthetician's stool

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 13. There shall be at least one (1) esthetician stool on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-13; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-14 Hands free magnification lamp

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 14. There shall be at least one (1) hands free magnification lamp on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-14; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-15 Effective disinfectant

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 15. There shall be at least one (1) container of effective disinfectant on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-15; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-16 Storage cabinet

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 16. There shall be at least one (1) closed cabinet for storage of clean linens on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-16; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-17 Storage hamper

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 17. There shall be at least one (1) storage hamper for storage of soiled linens on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-17; filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-18 Lancet safety device

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 18. There shall be at least one (1) lancet safety device (waste container) on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-18; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-19 Protective gloves

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 19. There shall be at least twelve (12) pair of protective gloves on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-19; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; filed May 4, 2001, 11:16 a.m.: 24 IR 2684; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-20 Spatulas; tongue depressors

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 20. There shall be at least twelve (12) spatulas or tongue depressors on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-20; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-21 Towels

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 21. There shall be at least twelve (12) towels on the premises. *(State Board of Cosmetology Examiners; 820 IAC 3-2-21; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-22 Draping

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 22. There shall be at least twelve (12) clean drapings on the premises for securing between esthetician and customer as required by section 9(e) of this rule. *(State Board of Cosmetology Examiners; 820 IAC 3-2-22; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

820 IAC 3-2-23 Additional requirements

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 23. Regardless of the minimum requirements established in sections 11 through 22 of this rule, esthetic salons or cosmetology salons practicing esthetics must have whatever additional equipment is needed to adequately serve their customers and otherwise comply with IC 25-8 and this title. *(State Board of Cosmetology Examiners; 820 IAC 3-2-23; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)*

ARTICLE 4. COSMETOLOGY SCHOOLS

Rule 1. General Requirements

820 IAC 4-1-1 Courses offered

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 1. (a) Cosmetology schools may offer courses in one (1) or more of the following:

- (1) Cosmetologist training for individuals attempting to obtain the education required by IC 25-8-9-3(3).
- (2) Manicurist training for individuals attempting to obtain the education required by IC 25-8-11-4(3).
- (3) Shampoo operator training for individuals attempting to obtain the education required by IC 25-8-12-3(3).
- (4) Electrologist training for individuals attempting to obtain the education required by IC 25-8-10-3(2).
- (5) Instructor training for individuals attempting to obtain the education required by IC 25-8-6-3(4).

(6) Esthetician training for individuals attempting to obtain the education required by IC 25-8-12.5-4(3).

(b) Cosmetology schools may enroll students for more than the number of hours required by IC 25-8 and this article.

(c) Cosmetology schools may offer courses to licensees in order to provide advanced training. (*State Board of Cosmetology Examiners; 820 IAC 4-1-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; filed May 4, 2001, 11:16 a.m.: 24 IR 2684; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-1-2 Enrolling students

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 2. (a) Cosmetology schools are prohibited from enrolling students who do not meet the educational requirements for licensure unless they advise the student that he or she must obtain the education before he or she can obtain a license.

(b) The educational requirements referred to in subsection (a) are those required by statute for particular licenses as follows:

- (1) For instructor licenses in IC 25-8-6-3(2).
- (2) For cosmetologist licenses in IC 25-8-9-3(2) (subject to waiver provisions of IC 25-8-9-4).
- (3) For manicurist licenses in IC 25-8-11-4(2).
- (4) For shampoo operator licenses in IC 25-8-12-3(2).
- (5) For esthetician licenses in IC 25-8-12.5-4(2).

(*State Board of Cosmetology Examiners; 820 IAC 4-1-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-1-3 Electrologist training; necessity of cosmetologist or esthetician license

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 3. Individuals may not enroll in electrologist training unless they have obtained a cosmetologist or esthetician license. (*State Board of Cosmetology Examiners; 820 IAC 4-1-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-1-4 Age of students

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 4. (a) Except as provided for in subsections (b) through (c), all students in cosmetology schools must be at least sixteen (16) years of age.

(b) High school students enrolled in a high school vocational program shall be either:

- (1) juniors or seniors; or
- (2) at least sixteen (16) years of age.

(c) Students enrolled in an esthetics course in a cosmetology school must be at least seventeen and one-half (17 1/2) years of age. (*State Board of Cosmetology Examiners; 820 IAC 4-1-4; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-1-5 Hours in session

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 5. (a) Students in cosmetology schools must be enrolled for no fewer than twenty (20) hours and no more than forty-eight (48) hours a week.

(b) Students shall obtain all required hours on the premises of the cosmetology school; however, forty (40) clock hours may be used for educational programs, seminars, workshops, or other industry-related

activities located off the school premises under the direction of the cosmetology school.

(c) A complete record of hours of attendance for each student must be kept by time clock or computer and recorded in the school's records.

(d) Students enrolled in cosmetology schools after June 30, 2001, shall complete the required education within three (3) years from the date of enrollment.

(e) Notwithstanding subsection (d), if a student is enrolled in cosmetology school prior to July 1, 2001, the student shall complete the required education within five (5) years from the date of enrollment. (*State Board of Cosmetology Examiners; 820 IAC 4-1-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2685; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-1-6 Theory, demonstration practice and actual practice hours; restrictions

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 6. (a) Course hours obtained by students in cosmetology schools for:

- (1) theory and demonstration practice; and
- (2) actual practice;

may not be obtained simultaneously.

(b) Students shall not be called away from scheduled theory and demonstration practice in order to do actual practice. (*State Board of Cosmetology Examiners; 820 IAC 4-1-6; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-1-7 Records

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 7. Cosmetology schools shall retain records for each student which must include the following:

- (1) Hours of school attendance.
- (2) Grades awarded.
- (3) Time records.
- (4) Progress book.

(*State Board of Cosmetology Examiners; 820 IAC 4-1-7; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-1-8 Transcripts to students

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 8. (a) If all financial obligations have been met according to the cosmetology school's contract, certified transcripts of all hours and grades must be available to any current or former student, upon request, within thirty (30) days.

(b) Cosmetology school may charge a fee not to exceed ten dollars (\$10) for providing a certified transcript. (*State Board of Cosmetology Examiners; 820 IAC 4-1-8; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-1-9 Record retention

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 9. Cosmetology schools shall retain student records for no fewer than seven (7) years, which shall include the following:

- (1) Hours of school attendance.
- (2) Grades awarded.
- (3) Progress book.

(State Board of Cosmetology Examiners; 820 IAC 4-1-9; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-1-10 Monthly verified report

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 10. (a) No later than the fifteenth day of each month, cosmetology schools shall submit a verified report to the board including the information required in subsection (b).

(b) The report required by subsection (a) must include the following information concerning student activity in the previous month:

- (1) The names of all new students.
- (2) For all students who have paid the cosmetology school all money (tuition) to which it is legally entitled, the names of all students who have dropped out of school and the number of hours they have accrued.

(c) Cosmetology schools are not required to send enrollment cards to the board. (State Board of Cosmetology Examiners; 820 IAC 4-1-10; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-1-11 Graduation defined

Authority: IC 25-8-3-23

Affected: IC 25-8-5-4; IC 25-8-9-3

Sec. 11. A student shall be deemed to have graduated from a cosmetology school (having completed the educational requirements established by IC 25-8-9-3(3)) when all of the following have occurred:

(1) When one (1) of the following education requirements have been completed:

- (A) At least the one thousand five hundred (1,500) hours as required by 820 IAC 4-4-4.
- (B) At least the three hundred (300) hours as required by 820 IAC 4-4-5.
- (C) At least the three hundred (300) hours as required by 820 IAC 4-4-6.
- (D) At least the three hundred (300) hours as required by 820 IAC 4-4-7.
- (E) At least the seven hundred (700) hours as required by 820 IAC 4-4-7.1.
- (F) At least the one thousand (1,000) hours as required by 820 IAC 4-4-7.2.

(2) The student has passed all required examinations.

(3) All money owed by the student to the school has been paid.

(State Board of Cosmetology Examiners; 820 IAC 4-1-11; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2685; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-1-11.1 Completion of esthetics course defined (Repealed)

Sec.11.1. (Repealed by State Board of Cosmetology Examiners; filed May 4, 2001, 11:16 a.m.: 24 IR 2694)

820 IAC 4-1-12 Completion of application by cosmetology school; cosmetology student required to attend cosmetology school after graduation prohibited

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 12. A cosmetology school shall fill out its portion of its students' applications for a license no later than ten (10) days after the student graduates under section 11 of this rule. (State Board of Cosmetology Examiners; 820 IAC 4-1-12; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed May 4, 2001,

11:16 a.m.: 24 IR 2685; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-1-13 School closure; notification to board

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 13. Cosmetology schools that are going out of business shall notify the board not less than thirty (30) days before closing. (State Board of Cosmetology Examiners; 820 IAC 4-1-13; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-1-14 Copy of law and rules to student

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 14. Cosmetology schools shall provide a copy of the state board of cosmetology examiners' licensing laws and rules to each student upon enrollment. (State Board of Cosmetology Examiners; 820 IAC 4-1-14; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

Rule 2. Equipment and Facilities

820 IAC 4-2-1 Size and separation

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 1. (a) The only businesses permitted in a cosmetology school is the teaching of cosmetology and barbering. Any other business operation must be separated by a solid wall from ceiling to floor, with no openings, and must be accessed only by a separate outside entrance.

(b) Cosmetology schools shall contain at least three thousand (3,000) square feet.

(c) Subsection (b) shall not apply to any cosmetology school licensed before July 1, 2001. However, cosmetology schools which were licensed before July 1, 2001, and have less than three thousand (3,000) square feet may not reduce their square footage. Cosmetology schools which were licensed before July 1, 2001, and have more than three thousand (3,000) square feet may not reduce their sizes to less than three thousand (3,000) square feet. (State Board of Cosmetology Examiners; 820 IAC 4-2-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1004; filed May 4, 2001, 11:16 a.m.: 24 IR 2686; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-2-2 Facilities

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 2. (a) Cosmetology schools shall have the following:

- (1) A student lounge.
- (2) A locker room for students with a locker for each student enrolled.
- (3) Separate rest rooms for men and women.
- (4) A waiting area with seating capacity for at least eight (8) individuals.
- (5) Cloak space for the general public to accommodate twenty (20) people. This space shall be in addition to that provided to students.
- (6) At least one (1) classroom with a seating capacity for not fewer than twenty (20) students.
- (7) A classroom of sufficient size to accommodate worktables, mannequins, and any other equipment required for the courses taught for at least twenty (20) students. This classroom must be separate from any other area or any other activities of the school that take place.

(8) A laboratory area of sufficient size to accommodate the equipment, in kind and number, specified for each cosmetology discipline taught. If the school also teaches barbering, the laboratory must be of sufficient size to also accommodate the equipment required by the laws regulating that profession.

(9) Ventilation to provide for proper heating and cooling and exhaust of fumes.

(10) A sign visible at the main entrance of the school designating the name of the school and that the establishment is a cosmetology school licensed by the state board of cosmetology examiners under IC 25-8. If a school also teaches barbering, it must comply with the sign requirements in 816 IAC 1-2-3.

(11) A visible sign posted inside the school notifying customers of the school that cosmetology and, if applicable, barbering services are done by students.

(12) A school seal designating the name of the school. If a person holds more than one (1) cosmetology school license, each cosmetology school shall be required to have a seal.

(13) A time clock or computer which will accurately record the date or day and hours that each student spends in attendance at the school.

(14) A visible sign posted at the entrance of the cosmetology school that indicates "no pets allowed".

(b) The student lounge and locker room required in subsection (a) may be separate or combined.

(c) The rest rooms required in subsection (a) shall be located within the three thousand (3,000) square foot area required by section 1(b) of this rule. (*State Board of Cosmetology Examiners; 820 IAC 4-2-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1004; filed May 4, 2001, 11:16 a.m.: 24 IR 2686; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-2-3 Equipment

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 3. Cosmetology schools shall have the following equipment, which shall be maintained in good working condition:

(1) At least one (1) fire-resistant and two (2) metal locked filing cabinets for records of enrolled students. If a school uses computerized records, it must maintain a backup for those records.

The backup of the records must be removed from the school or stored in a fire proof safe.

(2) At least one (1) wet sterilizer for each dresserette or worktable in use.

(3) At least one (1) electric dry sterilizer for each twenty (20) students present.

(4) At least four (4) shampoo chairs and four (4) shampoo bowls with hot and cold running water.

(5) At least two (2) reclining facial chairs, which are capable of supporting both the head and feet, to be placed in an enclosed or screened area and to be used for facials only.

(6) At least one (1) facial supply cabinet containing astringents, lotions, creams, makeup, and other necessary supplies for facials.

(7) At least fifteen (15) hair dryers of which at least ten (10) must be stationary hooded dryers.

(8) At least twenty (20) work dresserettes with mirror.

(9) Closed cabinets equipped for storing clean towels to be used on customers. Cabinets shall have storage space for ten (10) dozen towels for every twenty (20) students present in class.

(10) At least one (1) covered soiled towel container per ten (10) students.

(11) At least ten (10) disposal cans with covers, placed at convenient locations throughout the school.

(12) Sanitary drinking water facilities.

(13) At least two (2) manicuring tables and at least two (2) stools. (*State Board of Cosmetology Examiners; 820 IAC 4-2-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1407, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 572; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1005; filed May 4, 2001, 11:16 a.m.: 24 IR 2687; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-2-4 Electrology equipment

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 4. Cosmetology schools which offer a course in electrology shall have the following equipment which shall be maintained in good working condition:

(1) At least one (1) epilator or a combination of epilators capable of demonstrating manual thermolysis, flash thermolysis, single needle galvanic, multiple needle galvanic, and the blend modalities.

(2) At least one (1) treatment table.

(3) At least one (1) operator stool.

(4) At least one (1) magnifying lamp.

(5) At least one (1) halogen lamp.

(6) At least one (1) closed cabinet for clean linens for each treatment table.

(7) At least one (1) steam autoclave sterilizer or at least one (1) dry heat sterilizer. (No pressure cooker type autoclave.)

(8) At least one (1) closed hamper for the storage of soiled linen for each treatment table.

(9) At least one (1) closed waste receptacle for storage of waste.

(10) At least one (1) medical ultrasonic cleaner.

(11) At least one (1) puncture proof sharps container.

(12) At least one (1) instrument pick up forceps.

(13) At least one (1) pick up forceps cylinder.

(14) At least one (1) germicide boat with lid.

(*State Board of Cosmetology Examiners; 820 IAC 4-2-4; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1407, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 572; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2417; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-2-5 Cosmetology tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 5. (a) No later than the completion of the first two hundred fifty (250) hours, cosmetology schools shall furnish each student enrolled in cosmetologist training a tool case, textbooks, and workbooks.

(b) The tool case required by subsection (a) shall be a cosmetology tool case that shall not be less than thirteen and three-eighths (13 3/8) inches long by eight and one-fourth (8 1/4) inches wide by eight and one-fourth (8 1/4) inches deep or more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.

(c) The tool case required by subsection (a) shall include at least the following:

(1) Six (6) dozen rollers.

(2) One (1) razor.

(3) Eight (8) combs.

(4) Three (3) brushes.

(5) One (1) shampoo cape.

(6) One (1) pair of scissors.

(7) One (1) hair net.

(8) One (1) pair of nippers.

(9) One (1) nail file.

(10) One (1) box emery boards.

(11) One (1) nail pusher.

(12) One (1) manicure bowl.

(13) One (1) nail brush.

(14) One (1) box of clippies.

(d) The items required to be furnished to students under this section shall become the personal property of the students to be used in their training. (*State Board of Cosmetology Examiners; 820 IAC 4-2-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1407, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 573; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-2-6 Esthetics equipment

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 6. Cosmetology schools which offer a course in esthetics shall have the following equipment in good working condition located in a separate room for use of esthetics students:

- (1) At least one (1) utility table for each facility treatment chair or hydraulic treatment chair or, alternatively, one (1) continuous counter top may be used for every two (2) students.
- (2) At least one (1) esthetician's stool for every two (2) students.
- (3) At least one (1) facial vaporizer for every two (2) students.
- (4) At least one (1) pulverizer spray.
- (5) At least one (1) galvanic disencrustation/ionization current apparatus or faradic and sinusoidal apparatus for every eight (8) students.
- (6) At least one (1) high frequency apparatus for every four (4) students.
- (7) At least one (1) heating mask.
- (8) At least one (1) heating mitts.
- (9) At least one (1) infrared lamp.
- (10) At least one (1) woods lamp.
- (11) At least one (1) hands free magnification lamp per facial treatment chair, table, or hydraulic treatment chair.
- (12) At least one (1) electric wax heater.
- (13) At least one (1) utility table for each facial treatment chair, table, or hydraulic treatment chair. Alternatively, one (1) continuous counter top may be used.
- (14) At least one (1) table for machines.
- (15) At least one (1) facial bowl or sink per facial treatment chair, table, or hydraulic treatment chair.
- (16) At least one (1) cold sterilizer.
- (17) At least one (1) steam autoclave sterilizer or at least one (1) dry heat sterilizer.
- (18) At least one (1) closed cabinet for clean linens.
- (19) At least one (1) covered hamper for solid [*sic.*, *soiled*] linens per work unit.
- (20) At least one (1) covered waste receptacle per work unit.
- (21) At least one (1) facial supply cabinet containing astringents, lotions, creams, makeup, and other necessary supplies for facials.
- (22) At least one (1) lancet safety device (waste container).

(*State Board of Cosmetology Examiners; 820 IAC 4-2-6; filed Dec 3, 1991, 11:00 a.m.: 15 IR 573; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-2-7 Esthetics tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 7. (a) No later than the completion of the first eighty (80) hours, cosmetology schools shall furnish each student enrolled in esthetician training an esthetician tool case, a cosmetic case, textbooks, and workbooks.

(b) The tool case required by subsection (a) shall be an esthetics tool case that shall not be less than thirteen and three-eighths (13 3/8) inches long by eight and one-fourth (8 1/4) inches wide by eight and one-fourth (8 1/4) inches deep or more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.

(c) The esthetician tool case required by subsection (a) shall include the following:

- (1) At least six (6) towels.
- (2) At least two (2) headbands or plastic caps.
- (3) At least one (1) jar of cold wax.
- (4) At least twelve (12) wax gauze strips.
- (5) At least twelve (12) tongue depressors.
- (6) At least twelve (12) spatulas.
- (7) At least twelve (12) cotton tipped applicators.
- (8) At least one (1) box of tissues.
- (9) At least three (3) pair of rubber gloves.
- (10) At least two (2) comedone extractors.
- (11) At least twelve (12) lancets.
- (12) At least one (1) toner (spray bottle).
- (13) At least two (2) small mixing bowls.
- (14) At least one (1) bottle of disinfectant for hands.
- (15) At least one (1) container with an effective disinfectant solution for implements.
- (16) At least one (1) bottle of cleansing milk.
- (17) At least one (1) bottle of massage cream.
- (18) At least one (1) bottle penetrating cream or lotion.
- (19) At least one (1) cotton roll.
- (20) At least twelve (12) sponges.
- (21) At least one (1) pair of tweezers.
- (22) At least one (1) mirror.
- (23) At least one (1) brow brush.
- (24) At least one (1) jar of sluffing agent (cream).
- (25) At least one (1) jar of petroleum jelly.
- (26) At least one (1) lash tint/eye drops (saline).
- (27) At least one (1) bottle of three percent (3%) hydrogen peroxide solution.
- (28) At least one (1) jar of mask.
- (29) At least one (1) trash bag for soiled items.
- (30) At least one (1) lancet safety device (waste container).

(d) The cosmetic case required by subsection (a) shall include the following:

- (1) At least two (2) makeup sponges.
- (2) At least six (6) disposable lip brushes.
- (3) At least two (2) eyeliner brushes.
- (4) At least four (4) shadow brushes.
- (5) At least two (2) blush brushes/powder brushes and at least two (2) powder brushes.
- (6) At least one (1) concealer.
- (7) At least two (2) foundations of different color.
- (8) At least one (1) powder.
- (9) At least one (1) powder brow/brow pencil.
- (10) At least six (6) disposable mascara wands.
- (11) At least two (2) each of light, medium, and dark eye shadow.
- (12) At least six (6) lip pencils of different color.
- (13) At least six (6) lipsticks.
- (14) At least two (2) contour blushes of different color.
- (15) At least two (2) highlight blushes of different color.

(e) The items required to be furnished to students under this section shall become the personal property of the students to be used in their training. (*State Board of Cosmetology Examiners; 820 IAC 4-2-7; filed Dec 3, 1991, 11:00 a.m.: 15 IR 574; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-2-8 Manicurist tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8-5

Sec. 8. (a) No later than completion of the first forty (40) hours, cosmetology schools shall furnish each student enrolled in manicurist training a manicurist tool case, textbooks, and workbooks.

(b) The tool case required by subsection (a) shall be a manicurist tool case that shall not be less than ten (10) inches long by seven and one-half (7 1/2) inches wide by seven (7) inches deep nor more than fifteen (15) inches long by ten (10) inches wide by nine (9) inches deep.

(c) The manicurist tool case required by subsection (a) shall include the following:

- (1) At least one (1) pair of cuticle nippers.
- (2) At least one (1) nail pusher.
- (3) At least one (1) box of emery boards.
- (4) At least one (1) nail file.
- (5) At least one (1) pair of tweezers.
- (6) At least one (1) pair of cuticle scissors.
- (7) At least one (1) nail brush.
- (8) At least one (1) manicure bowl.

(d) The items required to be furnished to students under this section shall become the personal property of the students to be used in their training. (*State Board of Cosmetology Examiners; 820 IAC 4-2-8; filed Dec 3, 1991, 11:00 a.m.: 15 IR 574; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-2-9 Electrology tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 9. (a) No later than the completion of the first forty (40) hours, the cosmetology schools shall furnish each student enrolled in electrology training:

- (1) an electrology tool case;
- (2) textbooks; and
- (3) workbooks.

(b) In the teaching of theory and practice in electrology, schools shall use one (1) or more textbooks which sufficiently address issues in the practice of electrology as it currently exists.

(c) A textbook which meets this requirement is the Compendium of Study, American Electrology Association, revised November 1991.

(d) The tool case required by subsection (a) shall be an electrology tool case that shall not be less than thirteen and three-eighths (13 3/8) inches long by eight and one-fourth (8 1/4) inches wide by eight and one-fourth (8 1/4) inches deep nor more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.

(e) The electrology tool case shall include the following:

- (1) At least twelve (12) two-part needles.
- (2) At least twelve (12) insulated needles.
- (3) At least twelve (12) tapered needles.
- (4) At least twelve (12) bulbous needles.
- (5) At least three (3) pair of "H" forceps.
- (6) At least three (3) pair of "OC" forceps.
- (7) At least three (3) pair of "M3C" forceps.
- (8) At least one (1) face mask.
- (9) At least one (1) pair of eye goggles.
- (10) At least twenty-five (25) client history cards.
- (11) At least one (1) pair of magnifying glasses.
- (12) At least one (1) pair of scissors.
- (13) At least one (1) puncture-proof sharps container.
- (14) At least one (1) roll of autoclave tubing or at least one (1) roll of dry heat tubing.
- (15) At least one (1) roll of autoclave or dry heat indicator tape.
- (16) At least two (2) spore tests.

(f) The items required to be furnished to students under this section shall become the personal property of the students to be used in their training. (*State Board of Cosmetology Examiners; 820 IAC 4-2-9; filed Dec 3, 1991, 11:00 a.m.: 15 IR 575; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2417; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

Rule 3. Instructors

820 IAC 4-3-1 License

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 1. (a) All instructors in cosmetology schools must hold an instructor license issued by the board.

(b) In addition to complying with subsection (a), any individual teaching electrology in a cosmetology school must:

- (1) hold an electrologist license issued by the board; and
- (2) have practiced electrology in a cosmetology or electrology salon for at least one (1) year.

(c) In addition to complying with subsection (a), any individual teaching esthetics in a cosmetology school must:

- (1) hold an esthetician license issued by the board; and
- (2) have practiced esthetics in a cosmetology salon or an esthetician salon for at least one (1) year.

(d) Subsection (c)(2) shall not apply to individuals who teach esthetics in a cosmetology school before July 1, 1993.

(e) In addition to complying with subsection (a), any individual teaching manicuring in a cosmetology school must:

- (1) hold either a manicurist license or cosmetologist license issued by the board; and
- (2) have practiced manicuring in a salon for at least one (1) year.

(f) Notwithstanding subsections (a) through (e), instructor students may instruct other students provided a licensed instructor is present.

(g) Notwithstanding subsections (a) through (e), an individual that:

- (1) currently holds a valid cosmetology instructor, electrology instructor, or esthetician instructor license; and
- (2) applies for another instructor license;

shall be deemed to have met the education and examination requirements to obtain the additional instructor license. (*State Board of Cosmetology Examiners; 820 IAC 4-3-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 575; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2687; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed Mar 18, 2005, 10:00 a.m.: 28 IR 2382*)

820 IAC 4-3-2 Number of instructors

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 2. (a) Cosmetology schools shall provide at least one (1) instructor present for each twenty (20) students or fraction thereof in attendance. An instructor who is engaged in personal or administrative matters shall not be considered present for the purpose of this subsection.

(b) Instructors in the quantity required by subsection (a) shall be in the school during all classroom hours and shall supervise all student demonstration practice hours and actual practice hours.

(c) No electrology services shall be provided to the customers of a cosmetology school by a student without direct and full-time personal supervision of an instructor.

(d) No esthetician services shall be provided to the customers of a cosmetology school by a student without direct supervision of an instructor.

(e) No cosmetology services shall be provided to the customers of a cosmetology school by a student without direct supervision of an instructor. (*State Board of Cosmetology Examiners; 820 IAC 4-3-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 575; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-3-3 Cosmetology practice prohibited**Authority:** IC 25-8-3-23**Affected:** IC 25-8

Sec. 3. During school hours, instructors shall not engage in the private or public practice of cosmetology or esthetics. This shall not prohibit instructors from engaging in cosmetology or esthetics for the purpose of practical demonstrations for students. (*State Board of Cosmetology Examiners; 820 IAC 4-3-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

Rule 4. Curriculum**820 IAC 4-4-1 Scope of rule; compliance with hours required****Authority:** IC 25-8-3-23; IC 25-8-5-4**Affected:** IC 25-8-5; IC 25-8-14

Sec. 1. (a) This rule establishes the requirements for the education for students in cosmetology schools being trained as cosmetologists, manicurists, shampoo operators, electrologists, estheticians, and instructors.

(b) Cosmetology schools and their students must comply with the hour requirements as presented in detail in sections 4 through 7 of this rule. Credit hours may not be given for any hours not spent as provided for in sections 4 through 7 of this rule. (*State Board of Cosmetology Examiners; 820 IAC 4-4-1; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-4-2 Cosmetology courses**Authority:** IC 25-8-3-23**Affected:** IC 25-8-5; IC 25-8-14

Sec. 2. (a) Section 4 of this rule establishes the curriculum for cosmetologist training.

(b) Section 5 of this rule establishes the curriculum for manicurist training.

(c) Section 6 of this rule establishes the curriculum for shampoo operator training.

(d) Section 7 of this rule establishes the curriculum for electrologist training.

(e) Section 7.1 of this rule establishes the curriculum for esthetician training.

(f) Section 7.2 of this rule establishes the curriculum for instructor training.

(g) In sections 4 through 7.2 of this rule, the first column in each section states the subject matter of training. The second column lists the number of hours required in classroom theory training and demonstration practice. The third column lists the number of hours of actual practice required for each student. The fourth column lists the total number of hours of training required in each subject.

(h) The hours required in classroom theory training identified in subsection (g) is defined as a systematically organized knowledge of a system of facts, accepted principles, laws, and rules of procedure devised to analyze, predict, explain, or demonstrate the nature of a particular subject matter of training. Such a system is distinguished from actual practice. (*State Board of Cosmetology Examiners; 820 IAC 4-4-2; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-4-3 Transfer of hours between courses prohibited (Voided)

Sec. 3. (*Voided by P.L.113-1999, SECTION 18, effective May 3, 1999.*)

820 IAC 4-4-4 Specific curriculum for cosmetologists**Authority:** IC 25-8-3-23; IC 25-8-5-4**Affected:** IC 25-8-5; IC 25-8-14

Sec. 4. (a) The following are the requirements for cosmetologist training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Hair cutting	100	150	250
Sanitation	40		40
Statute and rules	10		10
Salesmanship	5	5	10
Management	10		10
Manicuring	5	20	25
Pedicuring	5	15	20
Hair removal (waxing)	5	10	15
Eyebrow			
Upper lip			
Chin area			
Anatomy and physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp treatments	10	25	35
Facials and makeup	20	35	55
Hair coloring	40	60	100
Temporary			
Semipermanent			
Permanent			
Bleaching			
Frosting			
Permanent waving and chemical relaxing	70	300	370
Hair styling	70	210	280
Includes: wet and thermal sets, hair waving, hair pressing, hair braiding, and finger waves			
Discretionary hours	215		215
Totals	640	860	1,500

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 10 of this rule.

(c) All manicures, pedicures, facials, and scalp treatments must be done on live models. At least fifty percent (50%) of the other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of two hundred (200) hours. Customers shall be rotated according

to students' needs for practice on live models. (*State Board of Cosmetology Examiners; 820 IAC 4-4-4; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Oct 27, 1993, 9:00 a.m.: 17 IR 393; filed May 4, 2001, 11:16 a.m.: 24 IR 2687; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-4-5 Specific curriculum for manicurists

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 5. (a) The following are the requirements for manicurist training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Sanitation	40		40
Anatomy and disorders	25		25
Statutes and rules	10		10
Nail techniques	40	160	200
Basic preparation			
Tips			
Sculptures			
Overlays			
Fiberglass			
Gel nails			
Nail wrapping			
Acrylic nails			
Manicuring	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15
Electric drill/file	10	10	20
Discretionary hours	35		35
Totals	195	255	450

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 14 of this rule.

(c) The nails on two (2) hands or two (2) feet constitutes one (1) performance of a manicure or pedicure. All manicures, pedicures, and nail techniques must be done on live models.

(d) Students shall not work on customers of the cosmetology school until they have completed a total of forty (40) hours. Customers shall be rotated according to students' needs for practice on live models. (*State Board of Cosmetology Examiners; 820 IAC 4-4-5; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576, eff Jan 1, 1992 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Oct 27, 1993, 9:00 a.m.: 17 IR 393; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed May 17, 2002, 1:15 p.m.: 25 IR 3178; errata filed Nov 15, 2002, 3:37 p.m.: 26 IR 1109*)

820 IAC 4-4-6 Specific curriculum for shampoo operators

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 6. (a) The following are the requirements for shampoo operator training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
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Personality development	10		10
Statute and rules	10		10
Salesmanship	10	10	20
Sanitation	15		15
Shampoo rinsing	10	90	100
Scalp treatment	10	80	90
Hair coloring			
Weekly color rinses	10	10	20
Discretionary hours	35		35
Totals	110	190	300

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 13 of this rule.

(c) All scalp treatments must be done on live models. At least fifty percent (50%) of the other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of forty (40) hours. Customers shall be rotated according to students' needs for practice on live models. (*State Board of Cosmetology Examiners; 820 IAC 4-4-6; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 577; filed Oct 27, 1993, 9:00 a.m.: 17 IR 394; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-4-7 Specific curriculum for electrologists

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 7. (a) The following are the requirements for electrology training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Introduction to electrology	3		3
(1) Overview of school program			
(2) State laws and rules			
(3) Hair removal: past and present permanent, temporary, electronic tweezers, and laser			
Infection control	35		35
(1) Microbiology			
(2) Personal hygiene			
(3) Hand washing			
(4) Sanitation			
(5) Antisepsis			
(6) Disinfection			
(7) Sterilization (a minimum of two (2) hours must be actual manual use of sterilization equipment (steam autoclave or dry heat, or both) sterilized by each student)			
(8) Aseptic techniques			
(9) Immunology			
(10) Human immunodeficiency virus (HIV), hepatitis, and herpes			
Basic electricity	5		5
Basic chemistry	2		2
Causes of hair growth	8		8

(1) Terminology			
(2) Hair growth stimulation			
(3) Causes of excess hair			
(4) The endocrine system			
(5) The role of puberty, pregnancy, and menopause			
Anatomy and physiology	20		20
(1) Cells, metabolism, and body systems			
(2) Human anatomy			
Understanding electrolylogy treatments	22		22
(1) Electrology equipment and accessories operation, care, and maintenance			
(2) Techniques and procedures			
(3) Variables: needles, intensity, timing, and insertions			
(4) Effects of maltreatment			
(5) Contraindications			
Modalities of electrology			
(1) Single needle electrolysis	8	24	32
(2) Multiple needle electrolysis	9	30	39
(3) Manual thermolysis	8	20	28
(4) Automatic thermolysis	9	25	34
(5) The blend	20	40	60
Professional considerations	5		5
(1) Professional image projection			
(2) Your personality and human relations			
(3) Ethical issues and legal issues			
(4) Business principles and practices			
Clinical learning experiences	7		7
(1) Interpersonal skills: stress management and relaxation techniques			
(2) Health history assessment			
(3) Consultation			
(4) Contraindications			
(5) Pretreatment and posttreatment care			
(6) Practice on all body parts			
(7) Side effects, tissue injury, and Complications			
(8) Treatment records			
Totals	125 [sic.]	175 [sic.]	300

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 12 of this rule.

(c) All electrology services must be done on live models.

(d) Students shall not work on customers of the cosmetology school until they have completed a total of forty (40) hours. Customers shall be rotated according to students' needs for practice on live models. (*State Board of Cosmetology Examiners; 820 IAC 4-4-7; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1410, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 577, eff Jan 1, 1992 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state.*

LSA Document #91-87 was filed Dec 3, 1991.; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2418; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1490; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-4-7.1 Specific curriculum for estheticians

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 7.1. (a) An esthetician curriculum shall be a minimum course of seven hundred (700) hours of instruction in the theory and practice of esthetics consisting of the following:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Chemistry of skin care	15	25	40
Physiology and dermatology	30	30	60
(1) Anatomy			
(2) Skin and gland structure and function			
(3) Conditions and disorders of skin			
(4) Histology of skin; cells and tissue			
Bacteriology, sterilization, and sanitation	15	20	35
(1) Personal hygiene			
(2) Public health			
(3) Sanitation and sterilization			
(4) Methods and procedures			
Introduction and operation to skin care machinery	20	70	90
(1) Types of current			
(2) Purpose and effects			
Introduction to skin care	15	30	45
(1) Facial structure			
(2) Skin diagnose			
(3) Patron appointments and consultation			
Skin care	35	120	155
(1) Massage and cleansing procedures			
(2) Movements in facial massage manipulations			
(3) Mask and packs			
(4) Massage and cleansing hands and feet (credit will not be allowed for manicures and pedicures)			
(5) Extraction technique			
Makeup	15	35	50
(1) Contouring			
(2) Application			
(3) Color accent			
(4) Purpose and effects			
(5) Supplies and implements			
(6) Preparation and procedures			
Eyebrows and eyelashes	10	30	40
(1) Arching			
(2) Eyelash application			
Hair removal (superfluous hair)	10	30	40

Tweezing, waxing, and depilatories			
(1) Lip, chin, and face			
(2) Leg			
Safety precautions	5	15	20
(1) In skin care			
(2) Machinery (electrical)			
(3) Facial treatments			
(4) Makeup			
Professional and personality development	20		20
(1) Professional ethics and practices			
(2) Personality development			
(3) Personal attitude and image			
Management	25		25
Salesmanship, marketing, and retailing	5	20	25
(1) Salon development			
(2) Insurance			
(3) Client records			
State statute and rules	10		10
Discretionary hours			45
Total	230	425	700

(b) Students shall be required to complete no fewer than the number of actual practice performances provided for in the progress book required by section 11 of this rule.

(c) All acne treatments, makeup applications, and all waxing must be done on live models. At least fifty percent (50%) of other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of ninety (90) hours. Customers shall be rotated according to students' needs for practice on live models. (*State Board of Cosmetology Examiners; 820 IAC 4-4-7.1; filed Dec 3, 1991, 11:00 a.m.: 15 IR 577; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2419; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1491; filed May 4, 2001, 11:16 a.m.: 24 IR 2688; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-4-7.2 Specific 1,000 hour curriculum for instructor training

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 7.2. The following are the requirements for the one thousand (1,000) hour curriculum for instructor training:

Subject	Theory and Demonstration Practice	Actual Practice	Total Hours
Orientation and review of the 50 pertinent curriculum		100	150
Introduction to teaching	60		60
Course outline and development	160	170	330
(1) Lesson planning			
(2) Teaching techniques			
(3) Teaching aids			
(4) Developing, administering, and grading examinations			
School administration	30	20	50

(2) Law and rules			
Teaching			
(1) Assisting in the clinic and theory classrooms	150		150
(2) Practice teaching in the clinic and theory classrooms	260		260

Totals	300	700	1,000
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(*State Board of Cosmetology Examiners; 820 IAC 4-4-7.2; filed Dec 3, 1991, 11:00 a.m.: 15 IR 578, eff Jan 1, 1992 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1491; filed May 4, 2001, 11:16 a.m.: 24 IR 2689; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-4-8 School examinations

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 8. (a) Cosmetology schools shall give their students examinations in each of the subjects required in a particular course as listed in sections 4 through 7.2 of this rule. Discretionary hours shall not be considered a subject.

(b) Cosmetology schools may cover more than one (1) subject per examination.

(c) The passing score for each of these examinations shall be seventy-five percent (75%). (*State Board of Cosmetology Examiners; 820 IAC 4-4-8; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1410, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 579; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1492; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-4-9 Removal of credits prohibited

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 9. (a) Cosmetology schools may not remove credits earned by students for any reason.

(b) As used in this section, "credits earned" includes the following:

- (1) Hours attended.
- (2) Actual practice performances completed.
- (3) Examinations passed.

(*State Board of Cosmetology Examiners; 820 IAC 4-4-9; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1410, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236*)

820 IAC 4-4-10 Student progress book for cosmetology

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 10. (a) Students in cosmetologist training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, cosmetology school, and board may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

(d) The progress book reads as follows:

OFFICIAL STUDENT PROGRESS BOOK
TRAINING IN COSMETOLOGY



STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____ Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

- (1) All students enrolling in cosmetology training shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a cosmetologist license.
- (2) The amount of performances is equal to the hours outlined by the board. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), or "M" for mannequin. A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.
- (4) Number of performances on mannequin, patron, or student may be determined by each school subject to the requirements of section 4 of this rule.
- (5) Overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress book must never be taken home by the student and must remain in the school at all times.
- (9) The requirements of this progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Hair Styling (400 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120	121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140	141	142	143
144	145	146	147	148	149	150	151	152	153	154	155	156
157	158	159	160	161	162	163	164	165	166	167	168	169
170	171	172	173	174	175	176	177	178	179	180	181	182
183	184	185	186	187	188	189	190	191	192	193	194	195
196	197	198	199	200	201	202	203	204	205	206	207	208
209	210	211	212	213	214	215	216	217	218	219	220	221
222	223	224	225	226	227	228	229	230	231	232	233	234
235	236	237	238	239	240	241	242	243	244	245	246	247
248	249	250	251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270	271	272	273
274	275	276	277	278	279	280	281	282	283	284	285	286
287	288	289	290	291	292	293	294	295	296	297	298	299
300	301	302	303	304	305	306	307	308	309	310	311	312
313	314	315	316	317	318	319	320	321	322	323	324	325
326	327	328	329	330	331	332	333	334	335	336	337	338
339	340	341	342	343	344	345	346	347	348	349	350	351
352	353	354	355	356	357	358	359	360	361	362	363	364
365	366	367	368	369	370	371	372	373	374	375	376	377
378	379	380	381	382	383	384	385	386	387	388	389	390
391	392	393	394	395	396	397	398	399	400			

Hair Styling, Finger Waves (20 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						

Permanent Waving and Chemical Relaxing (100 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100				

Scalp Treatments (50 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50		

Facial Treatments (45 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45							

Makeup Application (15 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											

Hair Cuts (250 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120	121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140	141	142	143
144	145	146	147	148	149	150	151	152	153	154	155	156
157	158	159	160	161	162	163	164	165	166	167	168	169
170	171	172	173	174	175	176	177	178	179	180	181	182
183	184	185	186	187	188	189	190	191	192	193	194	195
196	197	198	199	200	201	202	203	204	205	206	207	208
209	210	211	212	213	214	215	216	217	218	219	220	221
222	223	224	225	226	227	228	229	230	231	232	233	234
235	236	237	238	239	240	241	242	243	244	245	246	247
248	249	250										

Hair Coloring, Temporary (18 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18								

Hair Coloring, Semipermanent (18 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18								

Hair Coloring, Permanent Coloring, Bleaching, and Frosting (40 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40												

Shampoo (120 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112	113	114	115	116	117
118	119	120										

Manicures (27 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27												

Pedicures (15 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15											

Salesmanship (20 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20						

Hair Removal (30 performances)

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30									

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this _____ day of _____, 19____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-10; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1412, eff Apr 1, 1990; filed Oct 27, 1993, 9:00 a.m.: 17 IR 394; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1492; filed May 4, 2001, 11:16 a.m.: 24 IR 2689; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-4-11 Student progress book for esthetician

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 11. (a) Students in esthetician training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, cosmetology school, and board may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

(d) The progress book reads as follows:

OFFICIAL STUDENT PROGRESS BOOK
TRAINING IN ESTHETICS



STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____ Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

- (1) All students enrolling in a cosmetology school for training as an esthetician shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for an esthetician license.
- (2) The amount of performances or hours are *[sic., is]* equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance or hour, as it is accomplished, must be dated and initialed by the licensed instructor or instructor trainee who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), *[sic., or]* "M" for mannequin. A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.
- (4) Number of performances on mannequin, patron, or student or number of hours may be determined by each school subject to the requirements of 820 IAC 4-4-6.1 *[sic.]*.
- (5) Overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress book shall not be taken home by the student and shall remain in the school at all times.
- (9) The requirements of this progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Skin Care Analysis/Consultations (50 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50

Facials:

Cleansing (100 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 100

Massage (100 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 100

Facials (145 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 100 101 102 103 104
105 106 107 108 109 110 111 112 113 114 115 116 117
118 119 120 121 122 123 124 125 126 127 128 129 130
131 132 133 134 135 136 137 138 139 140 141 142 143
144 145

Acne Treatments (5)

1 2 3 4 5

Hand and Foot Treatments (25 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25

Makeup Application (50 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50

Eyelash Applications (15 performances)

Strip or Individual

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15

Waxing (110 performances)

Lip

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30

Chin

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30

Facial

1 2 3 4 5 6 7 8 9 10

Eyebrow

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30

Leg

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15

Sterilization and sanitation (40 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40

Salesmanship (50 performances)

(services or retail)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this _____ day of _____, 19____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-11; filed Dec 3, 1991, 11:00 a.m.: 15 IR 579; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1494; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-4-12 Student progress book for electrology

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 12. (a) Students in electrology training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, cosmetology school, and state board of cosmetology examiners may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

(d) All performances listed in this progress book are to be completed in accordance with 820 IAC 3.

(e) The progress book reads as follows:

OFFICIAL STUDENT PROGRESS BOOK
TRAINING IN ELECTROLOGY



STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____ Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

- (1) All students enrolling in training as an electrologist shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for an electrologist license.
- (2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor or instructor trainee who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student or "P" for patron (or customer). A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.
- (4) Number of performances on patron or student may be determined by each school subject to the requirements of section 7 of this rule.
- (5) Any overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress book must never be taken home by the student and must remain in the school at all times.
- (9) The requirements of this progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Electrology Modalities - 175 total hours

Galvanic Single Needle Electrolysis - 30 hours (1 performance equals 15 minutes)

Facial Area - 15 hours (60 performances)

Eyebrow

1 2 3 4 5 6 7 8

Hairline

1 2 3 4 5 6 7 8

Chin

1 2 3 4 5 6 7 8 9 10 11 12

Upper Lip

1 2 3 4 5 6 7 8

Ears

1 2 3 4 5 6 7 8

Neck

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16

Body Areas - 14 hours (56 performances)

Underarm

1 2 3 4 5 6 7 8

Breast

1 2 3 4

Bikini - Abdomen

1 2 3 4 5 6 7 8

Bikini - Upper Thigh

1 2 3 4 5 6 7 8

Legs

1 2 3 4 5 6 7 8

Back

1 2 3 4 5 6 7 8

Arms

1 2 3 4 5 6 7 8

Toes

1 2 3 4

Fingers

1 2 3 4

Galvanic Multiple Needle Electrolysis - 30 hours (1 performance equals 15 minutes)

Facial Areas - 15.5 hours (62 [sic., 54] performances)

Eyebrow

1 2 3 4 5 6 7 8

Hairline

1 2 3 4 5 6 7 8

Chin

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16

Upper Lip

1 2 3 4 5 6 7 8

Ears

1 2

Neck

1 2 3 4 5 6 7 8 9 10 11 12

Body Areas - 14.5 hours (58 performances)

Underarm

1 2 3 4 5 6 7 8

Breast

1 2 3 4

Bikini - Abdomen

1 2 3 4 5 6 7 8

Bikini - Upper Thigh

1 2 3 4 5 6 7 8

Legs

1 2 3 4 5 6 7 8

Back

1 2 3 4 5 6 7 8

Arms

1 2 3 4 5 6 7 8

Toes

1 2

Fingers

1 2 3 4

Manual Thermolysis - 20 hours (1 performance equals 15 minutes)

Facial Areas - 7.5 hours (30 [sic., 42] performances)

Eyebrow

1 2 3 4 5 6

Hairline

1 2 3 4 5 6 7 8

Chin

1 2 3 4 5 6 7 8

Upper lip

1 2 3 4 5 6 7 8

Ears

1 2 3 4

Neck

1 2 3 4 5 6 7 8

Body Areas - 15 hours (60 [sic., 64] performances)

Underarm

1 2 3 4 5 6 7 8

Breast

1 2 3 4 5 6 7 8

Bikini - Abdomen

1 2 3 4 5 6 7 8

Bikini - Upper Thigh

1 2 3 4 5 6 7 8

Legs

1 2 3 4 5 6 7 8

Back

1 2 3 4 5 6 7 8

Arms

1 2 3 4 5 6 7 8

Toes

1 2 3 4

Fingers

1 2 3 4
Flash Thermolysis - 30 hours (1 performance equals 15 minutes)
Facial Areas - 15 hours (60 [sic., 50] performances)
Eyebrow
1 2 3 4 5 6 7 8
Hairline
1 2 3 4 5 6 7 8 9 10 11 12
Chin
1 2 3 4 5 6 7 8 9 10 11 12
Upper Lip
1 2 3 4 5 6 7 8
Ears
1 2
Neck
1 2 3 4 5 6 7 8
Body Areas - 13.5 hours (54 performances)
Underarm
1 2 3 4 5 6 7 8
Breast
1 2 3 4
Bikini – Abdomen
1 2 3 4 5 6 7 8
Bikini – Upper Thigh
1 2 3 4 5 6 7 8
Legs
1 2 3 4 5 6 7 8
Back
1 2 3 4 5 6
Arms
1 2 3 4 5 6 7 8
Toes
1 2
Fingers
1 2
Blend - 55 hours (1 performance equals 15 minutes)
Facial Areas - 20 hours (80 [sic., 104] performances)
Eyebrow
1 2 3 4 5 6 7 8 9 10 11 12

Hairline
1 2 3 4 5 6 7 8
Chin
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20
Upper Lip
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16
Ears
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16
Neck
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32
Body Areas - 25 hours (100 performances)
Underarm
1 2 3 4 5 6 7 8 9 10 11 12
Breast
1 2 3 4
Bikini - Abdomen
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16
Bikini - Upper Thigh
1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16
Legs
1 2 3 4 5 6 7 8 9 10 11 12
Back
1 2 3 4 5 6 7 8 9 10 11 12
Arms
1 2 3 4 5 6 7 8 9 10 11 12
Toes
1 2 3 4 5 6 7 8
Fingers
1 2 3 4 5 6 7 8

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this _____ day of _____, 19____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-12; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2419; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1496; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-4-13 Student progress book for shampoo operators

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 13. (a) Students in shampoo operator training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, cosmetology school, and state board of cosmetology examiners may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

(d) All performances listed in the progress book are to be completed in accordance with 820 IAC 3.

(e) The progress book reads as follows:

OFFICIAL STUDENT PROGRESS BOOK
SHAMPOO OPERATOR TRAINING



STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____ Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

- (1) All students enrolling in training as a shampoo operator shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a shampoo operator license.
- (2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance or hour, as it is accomplished, must be dated and initialed by the licensed instructor or instructor trainee who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), or "M" for mannequin. A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.
- (4) Number of performances on mannequin, patron, or student may be determined by each school subject to the requirements of section 8 of this rule.
- (5) Overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress book must never be taken home by the student and must remain in the school at all times.
- (9) The requirements of the progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Shampoo Rinsing (360 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
 14 15 16 17 18 19 20 21 22 23 24 25 26
 27 28 29 30 31 32 33 34 35 36 37 38 39
 40 41 42 43 44 45 46 47 48 49 50 51 52
 53 54 55 56 57 58 59 60 61 62 63 64 65
 66 67 68 69 70 71 72 73 74 75 76 77 78
 79 80 81 82 83 84 85 86 87 88 89 90 91
 92 93 94 95 96 97 98 99 100 101 102 103 104
 105 106 107 108 109 110 111 112 113 114 115 116 117
 118 119 120 121 122 123 124 125 126 127 128 129 130
 131 132 133 134 135 136 137 138 139 140 141 142 143
 144 145 146 147 148 149 150 151 152 153 154 155 156
 157 158 159 160 161 162 163 164 165 166 167 168 169
 170 171 172 173 174 175 176 177 178 179 180 181 182
 183 184 185 186 187 188 189 190 191 192 193 194 195
 196 197 198 199 200 201 202 203 204 205 206 207 208
 209 210 211 212 213 214 215 216 217 218 219 220 221
 222 223 224 225 226 227 228 229 230 231 232 233 234
 235 236 237 238 239 240 241 242 243 244 245 246 247
 248 249 250 251 252 253 254 255 256 257 258 259 260
 261 262 263 264 265 266 267 268 269 270 271 272 273
 274 275 276 277 278 279 280 281 282 283 284 285 286

287 288 289 290 291 292 293 294 295 296 297 298 299
 300 301 302 303 304 305 306 307 308 309 310 311 312
 313 314 315 316 317 318 319 320 321 322 323 324 325
 326 327 328 329 330 331 332 333 334 335 336 337 338
 339 340 341 342 343 344 345 346 347 348 349 350 351
 352 353 354 355 356 357 358 359 360

Scalp Treatment (40 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
 14 15 16 17 18 19 20 21 22 23 24 25 26
 27 28 29 30 31 32 33 34 35 36 37 38 39
 40

Weekly Color Rinse (60 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
 14 15 16 17 18 19 20 21 22 23 24 25 26
 27 28 29 30 31 32 33 34 35 36 37 38 39
 40 41 42 43 44 45 46 47 48 49 50 51 52
 53 54 55 56 57 58 59 60

Salesmanship (40 performances)

Scalp Treatments (20 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
 14 15 16 17 18 19 20

Weekly Color Rinses (20 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
 14 15 16 17 18 19 20

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this _____ day of _____, 19____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-13; filed Oct 27, 1993, 9:00 a.m.: 17 IR 396; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1499; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236)

820 IAC 4-4-14 Student progress book for manicurists

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 14. (a) Students in manicurist training shall perform no fewer than the number of performances of actual practice hours required by the student progress book.

(b) It is the purpose of the progress book that the student, cosmetology school, and state board of cosmetology examiners may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book up to date.

(d) All performances listed in the progress book are to be completed in accordance with 820 IAC 3.

(e) The progress book reads as follows:

OFFICIAL STUDENT PROGRESS BOOK
TRAINING IN MANICURING



STATE OF INDIANA
BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____ Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK

- (1) All students enrolling in manicuring training shall be permitted to review this progress book which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a manicurist license.
- (2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.
- (3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit and given only if done to the school's standards. All projects must be identified whether "S" for student or "P" for patron (or customer). A pencil cap rubber stamp or pen written initials (first and last initials) of the instructor are both acceptable methods of marking.
- (4) Number of performances on patron or student may be determined by each school subject to the requirements of section 6 of this rule.
- (5) Overages in any area may not be applied to any other area.
- (6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.
- (7) All projects are to be recorded as one (1) project marked for one (1) project completed.
- (8) The progress book must never be taken home by the student and must remain in the school at all times.
- (9) The requirements of the progress book are minimum requirements. A school may require more actual performances than those prescribed in this book.

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Manicures (40 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40

Nail Techniques (28 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28

Nail Repair (15 performances)

(1 performance per patron)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15

Pedicures (15 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15

Salesmanship (20 performances)

Services or Retail

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20

Electric File/Drill (20 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this _____ day of _____, 19____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-14; filed Oct 27, 1993, 9:00 a.m.: 17 IR 398; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1500; filed May 4, 2001, 11:16 a.m.: 24 IR 2693; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed May 17, 2002, 1:15 p.m.: 25 IR 3179; errata filed Nov 15, 2002, 3:37 p.m.: 26 IR 1109)

820 IAC 4-4-15 Student progress book for instructor training (Repealed)

Sec. 15. (Repealed by State Board of Cosmetology Examiners; filed May 4, 2001, 11:16 a.m.: 24 IR 2694)

ARTICLE 5. TANNING FACILITIES

Rule 1. Sanitation and Safety

820 IAC 5-1-1 "Commissioner" defined (Repealed)

Sec. 1. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-1.5 "Board" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 1.5. As used in this rule, "board" means the Indiana board of cosmetology examiners or its authorized representative. (State Board of Cosmetology Examiners; 820 IAC 5-1-1.5; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236)

820 IAC 5-1-2 "Customer" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 2. As used in this rule, "customer" means a person receiving the services of a tanning facility. (State Board of Cosmetology Examiners; 820 IAC 5-1-2; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-2; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) to the State Board of Cosmetology Examiners (820 IAC 5-1-2) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-3 "Department" defined (Repealed)

Sec. 3. (Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)

820 IAC 5-1-4 "Inspection" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 4. As used in this rule, "inspection" means an official examination or observation, including, but not limited to, tests, surveys, and monitoring, to determine compliance with orders, requirements, and conditions.

(State Board of Cosmetology Examiners; 820 IAC 5-1-4; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-4) to the State Board of Cosmetology Examiners (820 IAC 5-1-4) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-5 "Interference with board agent" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 5. As used in this rule, "interference with board agent" means, but is not limited to, physical obstruction, attack, or threatened attack on a representative of the department while that representative is conducting inspection, licensing, or enforcement activities. (State Board of Cosmetology Examiners; 820 IAC 5-1-5; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-5) to the State Board of Cosmetology Examiners (820 IAC 5-1-5) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-6 "Operator" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 6. (a) As used in this rule, "operator" means an individual eighteen (18) years of age or older, designated by the owner or licensee to control operation of the tanning facility and to instruct and assist the consumer in the proper operation of its sunlamp products. The operator is responsible for running the sunlamp products, exercising control over the kill switches, cleaning the equipment, cleaning the protective eyewear, providing protective eyewear to the users, and giving instructions to the person using the equipment.

(b) The person who is at the tanning facility to use the tanning equipment shall not be the operator.

(c) There must be at least one (1) operator on the premises at all times that the tanning facility is open. However, the tanning facility may have working at the tanning facility an employee who is not an operator. (State Board of Cosmetology Examiners; 820 IAC 5-1-6; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-6) to the State Board of Cosmetology Examiners (820 IAC 5-1-6) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-7 "Person" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 7. As used in this rule, "person" means any individual, partnership, copartnership, firm, company, corporation, association, trust, estate, or any other legal entity, its or their successors or assigns or agents of the aforesaid. (State Board of Cosmetology Examiners; 820 IAC 5-1-7; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-7) to the State Board of Cosmetology Examiners (820 IAC 5-1-7) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-8 "Protective eyewear" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 8. As used in this rule, "protective eyewear" means any device designed to be worn by users of sunlamp products to reduce the exposure of the eyes to radiation. (State Board of Cosmetology Examiners; 820 IAC 5-1-8; filed Mar 17, 1992, 10:20

a.m.: 15 IR 1377; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-8) to the State Board of Cosmetology Examiners (820 IAC 5-1-8) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-9 "Radiation machine" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 9. As used in this rule, "radiation machine" means any device capable of producing radiation, including ultraviolet radiation used for tanning. (*State Board of Cosmetology Examiners; 820 IAC 5-1-9; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; filed Sep 17, 1998, 3:55 p.m.: 22 IR 456; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-9) to the State Board of Cosmetology Examiners (820 IAC 5-1-9) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-10 "Spectral irradiance" defined (Repealed)

Sec. 10. (*Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461*)

820 IAC 5-1-11 "Spectral transmittance" defined (Repealed)

Sec. 11. (*Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461*)

820 IAC 5-1-12 "Sunlamp product" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 12. As used in this rule, "sunlamp product" means any electronic product designed to incorporate one (1) or more ultraviolet lamps and intended for irradiation of any part of the living human body, by ultraviolet radiation with wavelength in air between two hundred (200) and four hundred (400) nanometers, to induce skin tanning. (*State Board of Cosmetology Examiners; 820 IAC 5-1-12; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1377; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-12) to the State Board of Cosmetology Examiners (820 IAC 5-1-12) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-13 "Tanning facility" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 13. As used in this rule, "tanning facility" means a facility that provides persons access to use a sunlamp product and charges a fee for a membership or usage. The term includes any club or association that provides access to a sunlamp to its members. The term does not include a medical treatment facility that uses ultraviolet radiation under the supervision of a licensed physician or other licensed medical practitioner in the treatment of disease. (*State Board of Cosmetology Examiners; 820 IAC 5-1-13; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; filed Sep 17, 1998, 3:55 p.m.: 22 IR 457; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of

Health (410 IAC 6-13-13) to the State Board of Cosmetology Examiners (820 IAC 5-1-13) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-14 "Ultraviolet radiation" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 14. As used in this rule, "ultraviolet radiation" includes radiation in the wavelengths between two hundred (200) and four hundred (400) nanometers. (*State Board of Cosmetology Examiners; 820 IAC 5-1-14; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-14) to the State Board of Cosmetology Examiners (820 IAC 5-1-14) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-15 "Violation" defined

Authority: IC 25-8-15.4-23

Affected: IC 25-1-11-5; IC 25-8-15.4

Sec. 15. As used in this rule, "violation" means the failure of an owner, agent, or employee of a tanning facility to abide by IC 25-1-11-5 and local ordinances. (*State Board of Cosmetology Examiners; 820 IAC 5-1-15; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; filed Sep 17, 1998, 3:55 p.m.: 22 IR 457; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-15) to the State Board of Cosmetology Examiners (820 IAC 5-1-15) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-16 License to operate required

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-5

Sec. 16. A person may not charge a fee for the use of sunlamp products unless the person has a license from the board of cosmetology examiners to operate a tanning facility. A separate license must be obtained for each tanning facility the person operates. (*State Board of Cosmetology Examiners; 820 IAC 5-1-16; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; filed Sep 17, 1998, 3:55 p.m.: 22 IR 457; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-16) to the State Board of Cosmetology Examiners (820 IAC 5-1-16) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-17 License period

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-9

Sec. 17. A license to operate a tanning facility under this rule shall expire on July 1 of the second succeeding year following the date the license was issued. (*State Board of Cosmetology Examiners; 820 IAC 5-1-17; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-17) to the State Board of Cosmetology Examiners (820 IAC 5-1-17) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-18 License transfers

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-9

Sec. 18. A license can only be transferred when the tanning facility has moved location. Changing ownership of the tanning facility requires a new license. (*State Board of Cosmetology Examiners; 820 IAC 5-1-18; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; filed Sep 17, 1998, 3:55 p.m.: 22 IR 457; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) **NOTE:** Transferred from the Indiana State Department of Health (410 IAC 6-13-18) to the State Board of Cosmetology Examiners (820 IAC 5-1-18) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-19 Government exemption (Repealed)

Sec. 19. (*Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461*)

820 IAC 5-1-20 License application required

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 20. To obtain a license to operate a tanning facility, a person must do the following:

(1) File an application with the board on a form prescribed by the board. Such information shall include the following:

(A) The name, address, and telephone number of the following:

(i) The tanning facility.

(ii) The owner of the tanning facility.

(iii) If the licensee is a corporation, all shareholders owning five percent (5%) or greater who own a sunlamp product.

(iv) If the licensee is a partnership, all partners of a business who own a sunlamp product.

(v) All settlors, trustees, and beneficiaries of trusts who own a sunlamp product.

(B) If the facility is mobile, the location, by address, at which the facility will be parked during the hours it is open for business.

(C) A signed and dated certification that the applicant has read and understands the requirements of this rule.

(D) All additional information requested by the department to substantiate that the proposed facility can reasonably be expected to provide access to sunlamp products without causing a health or safety hazard to its customers.

(2) Pay a fee of two hundred dollars (\$200).

(3) Each person operating a tanning facility on the effective date of this rule shall apply for a permit no later

than sixty (60) days following the effective date of this rule.

(4) Each person establishing or acquiring a tanning facility after the effective date of this rule shall apply to the board for a license and obtain such license prior to operating the facility.

(5) The owner shall maintain and make available for inspection written records that must include the:

(A) manufacturer;

(B) year and month of manufacture;

(C) model number;

(D) serial number; and

(E) type;

of each sunlamp product located within the facility.

(State Board of Cosmetology Examiners; 820 IAC 5-1-20; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1378; filed Sep 17, 1998, 3:55 p.m.: 22 IR 457; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) **NOTE:** Transferred from the Indiana State Department of Health (410 IAC 6-13-20) to the State Board of Cosmetology Examiners (820 IAC 5-1-20) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-21 License to be displayed

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-10

Sec. 21. A person holding a tanning facility license issued under this rule shall display the license in a manner that is clearly visible to customers using the tanning facility. (*State Board of Cosmetology Examiners; 820 IAC 5-1-21; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) **NOTE:** Transferred from the Indiana State Department of Health (410 IAC 6-13-21) to the State Board of Cosmetology Examiners (820 IAC 5-1-21) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-22 Notification of changes

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-7

Sec. 22. The operator of a tanning facility shall notify the board in writing before making any changes to the facility or its operating procedures which would require amendment of any information previously submitted to the board in accordance with this rule. Changing ownership of the tanning facility requires the new owner to obtain a new license. (*State Board of Cosmetology Examiners; 820 IAC 5-1-22; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; filed Sep 17, 1998, 3:55 p.m.: 22 IR 458; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) **NOTE:** Transferred from the Indiana State Department of Health (410 IAC 6-13-22) to the State Board of Cosmetology Examiners (820 IAC 5-1-22) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-23 Equipment construction

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 23. Sunlamp products shall meet the following codes:

(1) All sunlamp product electrical circuits shall be listed by the Underwriter Laboratories (UL) or the Electrical Testing Laboratories (ETL).

(2) Defective or burned out lamps or filters shall be replaced with a type intended for use in that device as specified on the product label or certified by the manufacturer to be equivalent to those specified on the product label.

(State Board of Cosmetology Examiners; 820 IAC 5-1-23; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-23) to the State Board of Cosmetology Examiners (820 IAC 5-1-23) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-24 Consumer protection

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 24. There shall be physical barriers to protect customers from injury induced by touching or breaking the lamps in a sunlamp product. Each customer shall be shown how to use suitable physical aids. Each customer shall be shown how to maintain the proper exposure distance recommended by the manufacturer. There shall also be the following requirements:

(1) The construction of a tanning booth shall be such that it will withstand the stress of use and the impact of a falling person.

(2) There shall be physical barriers or other means such as handrails or floor markings to indicate the proper exposure distance between ultraviolet lamps and the customer's skin in upright tanning booths.

(3) Each ultraviolet lamp contained within the sunlamp product shall be shielded to prevent contact with the customer. A screen or transparent cover shall be used for this purpose.

(4) Body contact surfaces of each sunlamp product shall be sanitized by the operator between each customer use by swabbing the body contact surfaces with a chemical sanitizing solution of at least twice the strength required for that particular sanitizing solution as stated in section 25(d)(1), 25(d)(2), 25(d)(3), or 25(d)(4) of this rule. The swabbing shall be accomplished with single use towels. Exposure to the ultraviolet radiation produced by the tanning equipment itself is not a sanitizing agent for the purposes of this rule.

(5) The operator of a tanning facility shall keep a list of emergency telephone numbers in view at each tanning facility. This list shall include the telephone numbers of the following:

(A) Closest hospital.

(B) Fire department.

(C) Emergency medical services or, if the service is available, 911.

(State Board of Cosmetology Examiners; 820 IAC 5-1-24; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; filed Sep 17, 1998, 3:55 p.m.: 22 IR 458; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-24) to the State Board of Cosmetology Examiners (820 IAC 5-1-24) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-25 Protective eyewear

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 25. (a) No person shall be allowed to use a sunlamp product unless protective eyewear is worn.

(b) Each consumer shall be provided with protective eyewear and instructions for its use.

(c) The spectral transmittance of the protective eyewear required by this section shall not exceed a value of one-thousandth (0.001) over the wavelength through a range of greater than two hundred (200) nanometers through three hundred twenty (320) nanometers, and a value of one-hundredth (0.01) over the wavelength range of greater than three hundred twenty (320) nanometers through four hundred (400) nanometers, and shall be sufficient over the wavelength greater than four hundred (400) nanometers to enable the user to see clearly enough to prevent injury and to turn the timer off.

(d) Protective eyewear provided by the operator shall be sanitized by the operator before each use by:

(1) immersion for at least one (1) minute in a clean solution containing at least two hundred (200) milligrams per liter (two hundred (200) parts per million) of available quaternary ammonium compound at a temperature of at least seventy-five (75) degrees Fahrenheit;

(2) immersion for at least one (1) minute in a clean solution containing at least fifty (50) milligrams per liter (fifty (50) parts per million) of available chlorine as a hypochlorite and at a temperature of at least seventy-five (75) degrees Fahrenheit;

(3) immersion for at least one (1) minute in a clean solution containing at least twelve and one-half (12.5) milligrams per liter (twelve and one-half (12.5) parts per million) of available iodine and at a pH of which the efficacy has been demonstrated to be effective by the manufacturer and at a temperature of at least seventy-five (75) degrees Fahrenheit;

(4) immersion in a clean solution containing any other chemical sanitizing agent approved by the department that will provide the equivalent bactericidal effect of a solution containing at least fifty (50) milligrams per liter of available chlorine as hypochlorite at a temperature of at least seventy-five (75) degrees Fahrenheit for one (1) minute; or

(5) swabbing with a chemical sanitizing solution of the same strength required under subdivision (1) if quaternary ammonium compounds are used or at least twice the strength required for that particular sanitizing solution if halogens are used under subdivisions (2) through (4).

(e) A test kit or other device that accurately measures the concentration of the sanitizing solution in parts per million shall be provided and used to measure the strength of the sanitizing solution at least once each day of tanning facility operation.

(f) Exposure to the ultraviolet radiation produced by the tanning equipment itself is not considered a sanitizing agent.

(g) Each sunlamp product shall be accompanied by at least the number of sets of protective eyewear that is equal to the number of customers who can simultaneously use the facility. Eyewear shall be provided and shall meet or exceed the sunlamp product manufacturer's recommendations. (State Board of Cosmetology Examiners; 820 IAC 5-1-25; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1379; filed Sep 17, 1998, 3:55 p.m.: 22 IR 458;

readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-25) to the State Board of Cosmetology Examiners (820 IAC 5-1-25) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-26 Limiting exposure

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 26. Each customer shall be limited to less than or equal to the maximum exposure time recommended by the manufacturer of the sunlamp product. However, in no event shall exposure at a tanning facility be allowed for more than the manufacturer's recommended exposure time for a given skin type in any twenty-four (24) hour period. (State Board of Cosmetology Examiners; 820 IAC 5-1-26; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1380; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-26) to the State Board of Cosmetology Examiners (820 IAC 5-1-26) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-27 Equipment controls

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 27. (a) A control or kill switch must be incorporated on each sunlamp product which enables the customer to manually terminate radiation without disconnecting the electrical plug or coming into contact with the ultraviolet lamp.

(b) The electric power supply for each sunlamp product must run through a control or kill switch that will enable the operator to manually terminate the radiation. There must be a clear wide path to the kill switches. There shall be no obstructions of any kind in front of the kill switches, including, but not limited to, a circuit breaker cover, chairs, or any boxes or storage on the floor. The controller kill switch must be outside of the room that contains the sunlamp products. (State Board of Cosmetology Examiners; 820 IAC 5-1-27; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1380; filed Sep 17, 1998, 3:55 p.m.: 22 IR 459; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-27) to the State Board of Cosmetology Examiners (820 IAC 5-1-27) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-28 Sunlamp product maintenance

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 28. (a) No customer shall be allowed to use a sunlamp product having a defective timer.

(b) All sunlamp products shall be maintained in compliance with this rule concerning repair, labeling, and alteration and accessibility of timing devices. If a part must be replaced, the defective part shall be replaced with a part which complies with 21 CFR 1040.20(c) (April 1988 Edition). Sunlamp products shall be maintained as follows:

(1) For each sunlamp product and ultraviolet lamp, the ratio of the irradiance within the wavelength range of greater than two hundred (200) nanometers through two hundred sixty (260) nanometers to the irradiance within the wavelength range of greater than two hundred sixty

(260) nanometers through three hundred twenty (320) nanometers shall not exceed three-thousandths (0.003) at any distance or direction from the product or lamp.

(2) Each sunlamp product shall incorporate a timing device with multiple timer settings adequate for the manufacturer's recommended exposure intervals as follows:

(A) The timer may not automatically reset and cause radiation emission to resume for a period greater than the unused portion of the timer cycle when emission from the sunlamp product has been terminated.

(B) The timing device shall not automatically reset when emission from the sunlamp product has been terminated. This requirement does not preclude the ability of the customer to reset the time.

(C) The maximum timer interval shall not exceed the manufacturer's maximum recommended exposure time. No timer shall have an error greater than ten percent (10%) of the maximum timer interval for the product.

(State Board of Cosmetology Examiners; 820 IAC 5-1-28; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1380; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-28) to the State Board of Cosmetology Examiners (820 IAC 5-1-28) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-29 Warning sign

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-12; IC 25-8-15.4-13

Sec. 29. An operator of a tanning facility shall conspicuously display warning signs in accordance with the following:

(1) A warning sign shall be posted in each tanning facility room where customers arrange for the use of a sunlamp product, in each tanning facility room where customers wait to use a sunlamp product, and in the immediate proximity of and no less than one (1) meter or thirty-nine (39) inches from each sunlamp product. The warning sign shall be readily legible, clearly visible, and not obstructed by any barrier, equipment, or other item present so that the customer can easily view the warning sign before energizing the ultraviolet light generating equipment. The warning sign shall meet the following requirements:

(A) The uppercase letters on the warning sign in the room where the customers pay for the use of a sunlamp product and in the room where the customers wait to use a sunlamp product shall be at least eighteen (18) millimeters or eleven-sixteenths (11/16) inch tall and the lowercase letters shall be at least thirteen (13) millimeters or one-half (1/2) inch tall.

(B) The uppercase letters on the warning sign in the immediate proximity of the sunlamp product shall be at least ten (10)

millimeters or seven-sixteenths (7/16) inch tall and the lowercase letters shall be five (5) millimeters or one-fourth (1/4) inch tall.

(2) The warning signs required by subdivision (1) shall state the following:

WARNING: ULTRAVIOLET RADIATION

FAILURE TO USE PROTECTIVE EYEWEAR MAY RESULT IN SEVERE BURNS OR LONG-TERM INJURY TO THE EYES

1. Protective eyewear is required by law.
2. Follow instructions.
3. Avoid overexposure. As with natural sunlight, exposure can cause eye and skin injury and allergic reactions. Repeated exposure may cause skin cancer or chronic sun damage characterized by wrinkling, dryness, fragility and bruising of the skin.
4. Ultraviolet radiation from sunlamps will aggravate the effects of the sun. Therefore, do not sunbathe before or after exposure to ultraviolet radiation.
5. Medication or cosmetics may increase sensitivity to ultraviolet radiation. Consult a physician before using a sunlamp if you are using medications, have history of skin problems, or believe you are especially sensitive to sunlight. Individuals on birth control medication who use this product may develop discolored skin.

IF YOU DO NOT TAN IN THE SUN IT IS UNLIKELY THAT YOU WILL TAN FROM THE USE OF THIS DEVICE

(State Board of Cosmetology Examiners; 820 IAC 5-1-29; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1381; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-29) to the State Board of Cosmetology Examiners (820 IAC 5-1-29) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-30 Customer warning

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-11

Sec. 30. Before a person uses a tanning device in a tanning facility, the operator, owner, or employee of the operator or owner of the tanning facility shall require the person to read and sign a written statement approved by the department that contains the following information:

- (1) A person who uses a tanning device in this tanning facility must use protective eyewear.
- (2) If the provided eye protection is not worn, use of a tanning device in this tanning facility may cause damage to the eyes.
- (3) Overexposure to the ultraviolet radiation produced by a tanning device in this tanning facility may cause burns.
- (4) Exposure to the ultraviolet radiation produced by the tanning devices in this tanning facility may cause premature aging of the skin and skin cancer.
- (5) Abnormal skin sensitivity to ultraviolet radiation or burning may be caused by certain foods, cosmetics, or medication, including the following:
 - (A) Tranquillizers.
 - (B) Diuretics.
 - (C) Antibiotics.
 - (D) High blood pressure medication.
 - (E) Birth control medication.

(F) Other photosensitizing agents as determined under rules adopted by the board.

(6) An individual who is taking a prescription drug or over-the-counter drug should consult a physician before using a tanning device.

(State Board of Cosmetology Examiners; 820 IAC 5-1-30; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1381; filed Sep 17, 1998, 3:55 p.m.: 22 IR 459; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-30) to the State Board of Cosmetology Examiners (820 IAC 5-1-30) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-31 Parental supervision

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-15

Sec. 31. (a) A person who is less than sixteen (16) years of age must be accompanied by a parent or guardian while the child is using a sunlamp product in a tanning facility and while that sunlamp product is in use.

(b) A person who is less than eighteen (18) years of age may not use a sunlamp product in a tanning facility unless the parent or guardian of the person has also signed the written statement under section 34 of this rule in the presence of the operator of the tanning facility. (State Board of Cosmetology Examiners; 820 IAC 5-1-31; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-31) to the State Board of Cosmetology Examiners (820 IAC 5-1-31) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-32 Records

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 32. The operator shall require each customer to fill out a form specifying home address, phone number, and age. This form shall be kept as a permanent record of the individual's attendance. (State Board of Cosmetology Examiners; 820 IAC 5-1-32; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-32) to the State Board of Cosmetology Examiners (820 IAC 5-1-32) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-33 Assurance of notification

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 33. (a) Each time a customer uses a tanning facility, or each time a customer executes or renews a contract to use a tanning facility, the customer must, before using a sunlamp product, sign a written statement that he or she:

- (1) has read and understood the warnings specified in sections 29 through 30 of this rule before using the device;
- (2) agrees to use the protective eyewear that the tanning facility provides;

(3) understands that some people who are not susceptible to tanning under natural sunlight may also not be susceptible to tanning under artificial light; and
(4) has not used a tanning device within the past twenty-four (24) hours.

(b) For visually handicapped persons, the warning statement shall be read by the operator in the presence of a witness. Both the witness and the operator shall sign the statement.

(c) The owner or operator must maintain for a period not less than twenty-four (24) months, a record signed by the customer that he or she has read and understood the warning required in sections 29 through 30 of this rule.

(d) Records of each customer's total number of tanning visits and tanning times must be kept at the tanning facility and available for inspection for one (1) year. In addition, records up to five (5) years old must be provided to the board on request, although they need not be kept at the tanning facility. It is recommended that records be kept permanently, as potentially adverse health effects from tanning may not become apparent within five (5) years. (*State Board of Cosmetology Examiners; 820 IAC 5-1-33; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; filed Sep 17, 1998, 3:55 p.m.: 22 IR 460; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-33) to the State Board of Cosmetology Examiners (820 IAC 5-1-33) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-34 Training

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 34. (a) Each operator must be adequately trained prior to serving the customers. Training shall include the following:

(1) The requirements of sections 22 through 33 of this rule.

(2) Procedures for correct operation of the facility.

(3) How to recognize injury or overexposure.

(4) Manufacturer's procedures for operation and maintenance of sunlamp products.

(5) Emergency procedures in case of injury.

(b) A list of operators trained in accordance with this section shall be maintained and available at the facility during employment and for a period of one (1) year after termination. The list shall include the name, last known mailing address, and home telephone number of each operator. (*State Board of Cosmetology Examiners; 820 IAC 5-1-34; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1382; filed Sep 17, 1998, 3:55 p.m.: 22 IR 460; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-34) to the State Board of Cosmetology Examiners (820 IAC 5-1-34) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-35 Local zoning requirements

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-7

Sec. 35. Tanning facilities shall meet all requirements of the local zoning commission and shall be approved by said commission before construction or operation begins. (*State Board of Cosmetology Examiners; 820 IAC 5-1-35; filed Mar 17, 1992,*

10:20 a.m.: 15 IR 1382; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-35) to the State Board of Cosmetology Examiners (820 IAC 5-1-35) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-36 Safe water supply

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-14

Sec. 36. A tanning facility shall be provided with safe, potable water. (*State Board of Cosmetology Examiners; 820 IAC 5-1-36; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1383; filed Sep 17, 1998, 3:55 p.m.: 22 IR 460; errata, 22 IR 3420; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236*) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-36) to the State Board of Cosmetology Examiners (820 IAC 5-1-36) by P.L.142-1995, SECTION 33, effective July 1, 1995.

820 IAC 5-1-37 Water supplied under pressure (Repealed)

Sec. 37. (*Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461*)

820 IAC 5-1-38 Location of tanning facility water supplies (Repealed)

Sec. 38. (*Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461*)

820 IAC 5-1-39 Well head location (Repealed)

Sec. 39. (*Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461*)

820 IAC 5-1-40 Well casing construction (Repealed)

Sec. 40. (*Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461*)

820 IAC 5-1-41 Pump and pressure tank sizing (Repealed)

Sec. 41. (*Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461*)

820 IAC 5-1-42 Water distribution system disinfection (Repealed)

Sec. 42. (*Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461*)

820 IAC 5-1-43 Water supply construction (Repealed)

Sec. 43. (*Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461*)

820 IAC 5-1-44 Sewage disposal (Repealed)

Sec. 44. (*Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461*)

820 IAC 5-1-45 Sewage disposal system type (Repealed)

Sec. 45. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-46 Sewage disposal system construction (Repealed)

Sec. 46. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-47 Sewage disposal system location (Repealed)

Sec. 47. *(Repealed by State Board of Cosmetology Examiners; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461)*

820 IAC 5-1-48 Advertising requirements

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4-13

Sec. 48. A tanning facility owner or operator shall not claim, or distribute promotional material that claims, that using a sunlamp product is safe or free from risk. A tanning facility owner or operator shall not advertise or promote special unlimited use of the tanning facilities that encourage customers to repetitively use the facility beyond the manufacturer's recommended limits for a twenty-four (24) hour period. *(State Board of Cosmetology Examiners; 820 IAC 5-1-48; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1384; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-48) to the State Board of Cosmetology Examiners (820 IAC 5-1-48) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-49 Levying civil penalties

Authority: IC 25-8-15.4-23

Affected: IC 4-21.5; IC 25-8-15.4

Sec. 49. (a) The board may commence an action to levy civil penalties against the owner or operator of a tanning facility who does either of the following:

(1) Fails to comply with any federal, state, or local statute, rule, or ordinance regarding sunlamp products or the operation of any enterprise that owns sunlamp products.

(2) Interferes with or obstructs the board or its designated agent in the performance of its duties.

(b) A civil penalty shall not exceed one thousand dollars (\$1,000) per violation and the absence of harm will not result in assessment of a lower penalty for a violation.

(c) In the determination of the seriousness of the violation and the specific amount of the civil penalty to be sought for each violation, the department will consider the following:

(1) The potential for harm or imminent threat to public health.

(2) The extent of deviation from statutory or regulatory requirements.

(3) The degree of willfulness or negligence.

(4) Any history of noncompliance.

(d) After determining the appropriate penalty based on the schedule in this section, the department may adjust the penalty

to reflect a good faith effort to comply by the owner or operator of a tanning facility.

(e) Each individual penalty may be multiplied by the number of days the particular violation occurred.

(f) After filing an action under IC 4-21.5, and in an attempt to resolve violations without resort to a hearing, the department may negotiate and enter into agreed orders. An agreed order may suspend all or part of the civil penalty calculated under the requirements and deadlines established in the agreed order. *(State Board of Cosmetology Examiners; 820 IAC 5-1-49; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1384; filed Sep 17, 1998, 3:55 p.m.: 22 IR 460; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-49) to the State Board of Cosmetology Examiners (820 IAC 5-1-49) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-50 Incorporation by reference

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 50. When used in this rule, 21 CFR 1040.20, (April 1988) is hereby incorporated by reference. This federal rule as incorporated does not include any later amendments than those specified in the incorporation citation. Sales of the CFR are handled exclusively by the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. The incorporated material is available for public review at the Indiana state department of health. *(State Board of Cosmetology Examiners; 820 IAC 5-1-50; filed Mar 17, 1992, 10:20 a.m.: 15 IR 1385; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236) NOTE: Transferred from the Indiana State Department of Health (410 IAC 6-13-50) to the State Board of Cosmetology Examiners (820 IAC 5-1-50) by P.L.142-1995, SECTION 33, effective July 1, 1995.*

820 IAC 5-1-51 Injuries

Authority: IC 25-8-15.4-23

Affected: IC 25-8-15.4

Sec. 51. Operators must promptly report any injury that:

(1) would be considered life threatening;

(2) could result in permanent injury; or

(3) could necessitate any form of medical treatment or first aid.

(State Board of Cosmetology Examiners; 820 IAC 5-1-51; filed Sep 17, 1998, 3:55 p.m.: 22 IR 461; readopted filed Jul 17, 2001, 9:57 a.m.: 24 IR 4236)

ARTICLE 6. CONTINUING EDUCATION

Rule 1. Approved Cosmetology Educators

820 IAC 6-1-1 Continuing education credit

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 1. Credit for fulfillment of the continuing education requirement will be granted only to cosmetology professionals who have successfully completed continuing education courses offered

by approved cosmetology educators. (*State Board of Cosmetology Examiners; 820 IAC 6-1-1; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3466; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-1-2 Application for approval as cosmetology educator

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 2. Educational institutions, organizations, or individuals applying for board approval as an approved cosmetology educator shall submit the following information:

- (1) Name, address, telephone number, and facsimile (FAX) number (if any) of the applicant.
- (2) If the applicant is a partnership, the names and addresses of the partners.
- (3) If the applicant is a corporation, the names and addresses of the officers and directors.
- (4) If the applicant is a limited liability company, the names and addresses of the members and managers.

(*State Board of Cosmetology Examiners; 820 IAC 6-1-2; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3466; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-1-3 Certificate of course completion

Authority: IC 25-8-3-23

Affected: IC 25-8-15-6

Sec. 3. The certificate of course completion required under IC 25-8-15-6 shall indicate the following:

- (1) Name, address, and signature of the approved cosmetology educator.
- (2) Name, address, and signature of the instructor.
- (3) Name, address, and license number of the attendee.
- (4) Title of the course.
- (5) Course location.
- (6) Date of the course.
- (7) Number of continuing education credit hours completed.

(*State Board of Cosmetology Examiners; 820 IAC 6-1-3; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221; filed September 30, 2003*)

820 IAC 6-1-4 Course availability

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 4. All continuing education courses shall be available to all cosmetology professionals; however, a course may be limited to one (1) license type only. (*State Board of Cosmetology Examiners; 820 IAC 6-1-4; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-1-5 Renewal of cosmetology educator approval

Authority: IC 25-8-3-23

Affected: IC 25-8-15-2

Sec. 5. Board approval of a cosmetology educator under IC 25-8-15-2 expires on December 31 of each odd-numbered year. In order to renew board approval, an approved cosmetology educator under IC 25-8-15-2 must submit a letter to the board requesting such renewal by December 1 of that year. (*State Board of Cosmetology Examiners; 820 IAC 6-1-5; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-1-6 Instructors; qualifications

Authority: IC 25-8-3-23

Affected: IC 25-8-5

Sec. 6. (a) Approved cosmetology educators shall ensure that the instructor(s) for that course shall possess at least one (1) of the following minimum qualifications:

- (1) An instructor for a cosmetology school licensed under IC 25-8-5.
- (2) Five (5) years of full-time experience in a profession, trade, or technical occupation relevant to cosmetology, manicuring, esthetics, or electrology.
- (3) Possession of a bachelor's degree from a college or university in a related field to that in which the person is to teach or a comparable degree from a school of a foreign country.

(b) An instructor may not teach courses outside of the instructor's area of expertise.

(c) An instructor whose professional license has been limited, suspended, or revoked in any jurisdiction may not instruct a continuing education course while the disciplinary action is in effect.

(d) Any substitute instructor shall meet the qualifications of this section. (*State Board of Cosmetology Examiners; 820 IAC 6-1-6; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-1-7 Course approval

Authority: IC 25-8-3-23

Affected: IC 25-8-5

Sec. 7. Continuing education courses given by an approved cosmetology educator that is not a cosmetology school licensed under IC 25-8-5 shall be considered approved as of the date of approval by the board, and therefore course sessions predating the approval date do not qualify. (*State Board of Cosmetology Examiners; 820 IAC 6-1-7; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-1-8 Continuing education courses; review by board

Authority: IC 25-8-3-23

Affected: IC 25-8-5

Sec. 8. If an approved cosmetology educator is also a cosmetology school licensed under IC 25-8-5 and intends to offer continuing education, it must submit the following prior to offering any continuing education course:

- (1) The names and qualifications of the faculty for each course.
- (2) The school's experience with presenting continuing education courses.
- (3) Course outlines for the subjects to be offered.
- (4) A tentative schedule of classes.
- (5) The fee to be charged for each course.

(*State Board of Cosmetology Examiners; 820 IAC 6-1-8; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-1-9 Course outline

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 9. Approved cosmetology educators shall prepare and distribute a course outline to the attendees. The outline shall

state the number of continuing education hours offered. (*State Board of Cosmetology Examiners; 820 IAC 6-1-9; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3467; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-1-10 Record retention

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 10. (a) Approved cosmetology educators shall retain a record of attendance for all courses showing date, place, and attendee's name. This record must be signed by the instructor.
(b) Approved cosmetology educators shall maintain for five (5) years the course records required by subsection (a).
(c) Approved cosmetology educators may be asked to provide to the board copies of records required by this section. (*State Board of Cosmetology Examiners; 820 IAC 6-1-10; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3468; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

Rule 2. Course Requirements

820 IAC 6-2-1 Continuing education requirements

Authority: IC 25-8-3-23

Affected: IC 25-8-15-9; IC 25-8-16-1

Sec. 1. (a) Every cosmetology professional under IC 25-8:
(1) whose license has not been classified as inactive under IC 25-8-16-1; or
(2) who has not been granted a waiver under IC 25-8-15-9; must complete, during each four (4) year licensure period, at least sixteen (16) hours of the continuing education required by IC 25-8-15 and this article, which are given by approved cosmetology educators. A cosmetology professional shall not be required to obtain more than sixteen (16) hours of continuing education under IC 25-8-15 regardless of the number of licenses that individual may hold.
(b) Measurements and reporting shall be in full hours with a fifty (50) minute instruction period equaling one (1) hour.
(c) Credit toward the hour requirement may be granted only where the length of the educational offering is at least two (2) hours.
(d) No more than eight (8) hours of continuing education may be acquired during any one (1) day.
(e) A cosmetology professional shall not be entitled to any continuing education credit for a course unless the cosmetology professional attends the entire course.
(f) There shall be no minimum requirement of numbers of credit hours to be completed in each single year of the four (4) year licensure period.
(g) Any continuing education credit accumulated above the minimum requirement for a four (4) year licensure period may not be carried forward to the next four (4) year licensure period.
(h) A cosmetology professional who attends the same continuing education course more than once in the same four (4) year licensure period is only entitled to continuing education credit for that course one (1) time only.
(i) An instructor shall be entitled to continuing education credit for courses the instructor teaches. However, an instructor may not be credited for more than six (6) hours of credit for instructing in any four (4) year licensure period. Instructors may not receive credit for repeated courses.

(j) Continuing education hours credited toward license renewal must be relevant to at least one (1) of the licenses held by the individual.

(k) Sale of products is prohibited during a continuing education course. (*State Board of Cosmetology Examiners; 820 IAC 6-2-1; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3468; filed May 17, 2002, 1:15 p.m.: 25 IR 1720; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221; errata filed Nov 15, 2002, 3:37 p.m.: 26 IR 1109*)

820 IAC 6-2-2 Course subjects allowed under IC 25-8-15

Authority: IC 25-8-3-23

Affected: IC 25-8-15-4

Sec. 2. The following course subjects are determined to meet at least one (1) of the criteria listed in IC 25-8-15-4(a):

- (1) Communicable diseases, where the course includes discussion on hepatitis, tuberculosis, and acquired immune deficiency syndrome (AIDS).
- (2) Disinfecting, sanitation, and sterilization.
- (3) Indiana license law.
- (4) Occupational safety standards commission (IOSHA) regulations and the safe handling of chemicals.
- (5) Accounting procedures.
- (6) Retail sales and marketing.
- (7) Business management.
- (8) Bookkeeping.
- (9) Inventory control.
- (10) Industry-related computer software applications.
- (11) Nutrition.
- (12) Advanced cosmetology.
- (13) Advanced manicuring.
- (14) Advanced esthetics.
- (15) Advanced electrology.
- (16) Advanced teaching techniques.

(*State Board of Cosmetology Examiners; 820 IAC 6-2-2; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3468; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-2-3 Specific curriculum for cosmetology professionals

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 3. (a) This section establishes the sixteen (16) hour continuing education requirement for cosmetology professionals.

(b) To qualify for license renewal, cosmetology professionals must have at least sixteen (16) hours of continuing education in course subjects listed in section 2 of this rule. The sixteen (16) hours must include at least two (2) hours in each of the following:

- (1) Communicable diseases, including hepatitis, tuberculosis, and acquired immune deficiency syndrome (AIDS).
- (2) Disinfecting, sanitation, and sterilization.
- (3) Indiana license law.
- (4) Occupational safety standards commission (IOSHA) regulations and the safe handling of chemicals.

(*State Board of Cosmetology Examiners; 820 IAC 6-2-3; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3469; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221*)

820 IAC 6-2-4 Course qualifications

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 4. The following courses do not qualify for continuing education credit:

- (1) Prelicensing courses under IC 25-8, including those for cosmetology, manicuring, esthetics, electrology, shampoo operator, and instructor.
- (2) Examination preparation.
- (3) In-house training sessions.
- (4) Correspondence.
- (5) Motivational classes or seminars.

(State Board of Cosmetology Examiners; 820 IAC 6-2-4; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3469; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)

820 IAC 6-2-5 Renewal applications

Authority: IC 25-8-3-23

Affected: IC 25-1-11; IC 25-8-15-5

Sec. 5. (a) An applicant for license renewal shall certify on the application that the applicant has complied with the continuing education requirements under IC 25-8-15 and this article.

(b) The board may request verification of any information submitted by the applicant and may request the applicant to submit evidence supporting the course credit claimed.

(c) The board may request applicants to prove information as provided in IC 25-8-15-5 in order to verify continuing education hours claimed in the application. Failure to do so shall subject a licensee to the sanctions provided for under IC 25-1-11. (State Board of Cosmetology Examiners; 820 IAC 6-2-5; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3469; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)

820 IAC 6-2-6 Board review of continuing education compliance

Authority: IC 25-8-3-23

Affected: IC 25-1-11; IC 25-8-15

Sec. 6. (a) If, as the result of an audit or other review, the board determines that continuing education hours a cosmetology professional has claimed do not meet the requirements of IC 25-8-15 and this article, the board shall notify the cosmetology professional of that determination.

(b) A cosmetology professional, who has been notified under subsection (a), may, within thirty (30) days, submit information to the board giving all the substantive reasons in support of the cosmetology professional's position that an adequate number of hours has been obtained.

(c) A cosmetology professional who submits false information under section 5 of this rule or this section shall be subject to the sanctions provided for under IC 25-1-11. (State Board of Cosmetology Examiners; 820 IAC 6-2-6; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3469; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)

820 IAC 6-2-7 License reinstatements; continuing education requirements

Authority: IC 25-8-3-23

Affected: IC 25-8-4-21

Sec. 7. A cosmetology professional who does not obtain the required continuing education hours during a four (4) year licensure period does not qualify for renewal of the license unless the cosmetology professional has a waiver under section 8 or 9 of this rule. However, such cosmetology professional may

cure that deficiency by obtaining the continuing education hours in the next four (4) year licensure period and applying for reinstatement of the license under IC 25-8-4-21. Continuing education hours obtained to cure a deficiency in a prior four (4) year licensure period shall not be double counted by also being included in the licensing period in progress when they are obtained. (State Board of Cosmetology Examiners; 820 IAC 6-2-7; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3469; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)

820 IAC 6-2-8 Waiver of continuing education requirements; licensure in another state

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 8. (a) An applicant for license renewal who is also licensed in another state that requires at least sixteen (16) hours of continuing education over a four (4) year period may apply for and receive a waiver of continuing education requirements if the applicant:

- (1) requests the waiver in writing; and
- (2) submits proof of completion during the preceding four (4) years of at least sixteen (16) hours of continuing education acceptable for license renewal in the state of licensure.

(b) The board may seek verification of the applicant's request for waiver of continuing education requirements under this section. (State Board of Cosmetology Examiners; 820 IAC 6-2-8; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3469; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)

820 IAC 6-2-9 Inactive license

Authority: IC 25-8-3-23

Affected: IC 25-8-16-1

Sec. 9. An applicant for license renewal may request an inactive license under IC 25-8-16-1 by complying with that section and certifying under penalty of perjury that the applicant will not maintain a cosmetology salon or practice in Indiana. (State Board of Cosmetology Examiners; 820 IAC 6-2-9; filed Jul 18, 1996, 8:45 a.m.: 19 IR 3470; readopted filed Jul 18, 2002, 12:21 p.m.: 25 IR 4221)

Rule 3. Distance Learning Continuing Education**820 IAC 6-3-1 "Distance education" defined**

Authority: IC 25-1-4-3.2; IC 25-8-15-11; IC 25-8-16-4

Affected: IC 25-8-15; IC 25-8-16

Sec. 1. (a) As used in this rule, "distance education" means a course in which instruction does not take place in a traditional classroom setting but rather through other media where educator and student are separated by distance and sometimes by time.

(b) Methods of distance learning education include, but are not limited to, the following:

- (1) Education by correspondence.
- (2) Video instruction.
- (3) Internet education.

(c) A provider means an individual or company that creates and delivers continuing education by distance learning methods. (State Board of Cosmetology; 820 IAC 6-3-1)

820 IAC 6-3-2 Distance education courses and providers

Authority: IC 25-1-4-3.2; IC 25-8-15-11; IC 25-8-16-4

Affected: IC 25-8-15-4; IC 25-8-16

Sec. 2. (a) The state board of cosmetology examiners (board) must approve continuing education courses offered by a distance learning method and the provider of the distance learning method.

(b) A licensee must complete the distance education course within one (1) year of the date of enrollment.

(c) Course subjects allowed under IC 25-8-15-4, 820 IAC 6-2-2, and 820 IAC 6-2-3 may be taken through distance learning. However, a maximum of fifty percent (50%) (eight (8) hours) of continuing education courses will be credited toward the sixteen (16) hour requirement.

(d) The board must approve a distance education course if the board determines to its satisfaction the following:

- (1) The distance education course serves to protect the public by contributing to the maintenance and improvement of the quality of the services provided by the cosmetology professional to the public.
- (2) An appropriate and complete application has been filed and approved by the board.
- (3) The distance education course meets the content requirements as prescribed in 820 IAC 6-2-2 and 820 IAC 6-2-3.
- (4) The distance education course(s) meets all other requirements as prescribed in the statutes and rules, which govern the operation of approved courses.

(State Board of Cosmetology Examiners; 820 IAC 6-3-2)

820 IAC 6-3-3 Approval of distance education course and provider

Authority: IC 25-1-4-3.2; IC 25-8-15-11; IC 25-8-16-4

Affected: IC 25-8-15; IC 25-8-16

Sec. 3. In order for a distance education course to be approved for credit, the cosmetology educator shall submit the following information:

- (1) For course design, the following:
 - (A) A plan for submitting substantial changes in the course to the state board of cosmetology examiners (board). Substantial changes include, but are not limited to, the following:
 - (i) Expanded or reduced course content.
 - (ii) Changes in the time allotments

for portions of the course.

(iii) Changes or redirect learning objectives.

(iv) Change of instructor.

(v) Changes in course delivery method.

(B) A course may provide a test and the participant must score at least a seventy-five percent (75%) to pass and receive credit for the class. Tests may have multiple choice, true/false, fill-in, and/or essays questions with at least twenty (20) questions per two (2) hours of instruction. If a test is not used, an alternate method of timing the licensee's participation must be provided to verify completion of the course.

(2) For course delivery, the following:

(A) Names and qualifications for cosmetology educator, provider, and instructor of the course offered by distance learning methods. Submit their credentials, including any specific training for teaching via the specified delivery method as well as a plan for their continued professional development.

(B) An identity affirmation statement is required. The licensee is required to sign the statement before any certificate of completion for distance learning is issued.

(C) A plan for sufficient security to:

(i) ensure against fraudulent practices;

(ii) protect licensee identification information; and

(iii) verify that the student enrolled in the course is the one who completes the course and any required tests.

(3) For licensee support services, information about the course, if applicable, including the following:

(A) Broadcasts and distance site locations.

(B) Faculty contact information.

- (C) Course outline and learning objectives.
- (D) Testing and grading information.
- (E) Guidelines regarding what constitutes successful completion of the course.
- (F)
- (G) Homework assignments and deadlines.
- (H) Fees and refunds.
- (I) Prerequisites for the course.
- (J) List of required student materials.
- (K) A list of other support services made available to the students.
- (4) For evaluation and assessment, an evaluation form, which solicits licensee feedback on:
 - (A) the delivery approach;
 - (B) the equipment;
 - (C) suggestions for class improvement; and
 - (D) their overall satisfaction with the course.

It is required that every licensee in a distance education course be provided an evaluation form at the conclusion of the course.

(State Board of Cosmetology Examiners; 820 IAC 6-3-3 filed September 30, 2003)

Rule 3. Distance Learning Continuing Education

820 IAC 6-3-1 "Distance education" defined

Authority: IC 25-1-4-3.2; IC 25-8-15-11; IC 25-8-16-4

Affected: IC 25-8-15; IC 25-8-16

Sec. 1. (a) As used in this rule, "distance education" means a course in which instruction does not take place in a traditional classroom setting but rather through other media where educator and student are separated by distance and sometimes by time.

(b) Methods of distance learning education include, but are not limited to, the following:

- (4) Education by correspondence.
- (5) Video instruction.
- (6) Internet education.

(c) A provider means an individual or company that creates and delivers continuing education by distance learning methods. *(State Board of Cosmetology; 820 IAC 6-3-1)*

820 IAC 6-3-2 Distance education courses and providers

Authority: IC 25-1-4-3.2; IC 25-8-15-11; IC 25-8-16-4

Affected: IC 25-8-15-4; IC 25-8-16

Sec. 2. (a) The state board of cosmetology examiners (board) must approve continuing education courses offered by a distance learning method and the provider of the distance learning method.

(b) A licensee must complete the distance education course within one (1) year of the date of enrollment.

(c) Course subjects allowed under IC 25-8-15-4, 820 IAC 6-2-2, and 820 IAC 6-2-3 may be taken through distance learning. However, a maximum of fifty percent (50%) (eight (8) hours) of continuing education courses will be credited toward the sixteen (16) hour requirement.

(d) The board must approve a distance education course if the board determines to its satisfaction the following:

- (5) The distance education course serves to protect the public by contributing to the maintenance and improvement of the quality of the services provided by the cosmetology professional to the public.
- (6) An appropriate and complete application has been filed and approved by the board.
- (7) The distance education course meets the content requirements as prescribed in 820 IAC 6-2-2 and 820 IAC 6-2-3.
- (8) The distance education course(s) meets all other requirements as prescribed in the statutes and rules, which govern the operation of approved courses.

(State Board of Cosmetology Examiners; 820 IAC 6-3-2)

820 IAC 6-3-3 Approval of distance education course and provider

Authority: IC 25-1-4-3.2; IC 25-8-15-11; IC 25-8-16-4

Affected: IC 25-8-15; IC 25-8-16

Sec. 3. In order for a distance education course to be approved for credit, the cosmetology educator shall submit the following information:

- (5) For course design, the following:
 - (C) A plan for submitting substantial changes in the course to the state board of cosmetology examiners (board). Substantial changes include, but are not limited to, the following:
 - (vi) Expanded or reduced course content.
 - (vii) Changes in the time allotments for portions of the course.

- (viii) Changes or redirect learning objectives.
 - (ix) Change of instructor.
 - (x) Changes in course delivery method.
- (D) A course may provide a test and the participant must score at least a seventy-five percent (75%) to pass and receive credit for the class. Tests may have multiple choice, true/false, fill-in, and/or essays questions with at least twenty (20) questions per two (2) hours of instruction. If a test is not used, an alternate method of timing the licensee's participation must be provided to verify completion of the course.
- (6) For course delivery, the following:
 - (D) Names and qualifications for cosmetology educator, provider, and instructor of the course offered by distance learning methods. Submit their credentials, including any specific training for teaching via the specified delivery method as well as a plan for their continued professional development.
 - (E) An identity affirmation statement is required. The licensee is required to sign the statement before any certificate of completion for distance learning is issued.
 - (F) A plan for sufficient security to:
 - (iv) ensure against fraudulent practices;
 - (v) protect licensee identification information; and
 - (vi) verify that the student enrolled in the course is the one who completes the course and any required tests.
- (7) For licensee support services, information about the course, if applicable, including the following:
 - (L) Broadcasts and distance site locations.
 - (M) Faculty contact information.
 - (N) Course outline and learning objectives.

- (O) Testing and grading information.
 - (P) Guidelines regarding what constitutes successful completion of the course.
 - (Q) Homework assignments and deadlines.
 - (R) Fees and refunds.
 - (S) Prerequisites for the course.
 - (T) List of required student materials.
 - (U) A list of other support services made available to the students.
- (8) For evaluation and assessment, an evaluation form, which solicits licensee feedback on:
- (E) the delivery approach;
 - (F) the equipment;
 - (G) suggestions for class improvement; and
 - (H) their overall satisfaction with the course.

It is required that every licensee in a distance education course be provided an evaluation form at the conclusion of the course.

(State Board of Cosmetology Examiners; 820 IAC 6-3-3 filed September 30, 2003)